MASTERY SCHOOLS VICTORIA
Focus • Effort • Results

Care Safety and Welfare Communications Policy and Procedure

Policy Number	VIC0071	Responsible person:	MSV Board
Drafted by:	MSV	Approved by Board on:	June 2024
Scheduled review date:	The earlier of: • 2 years; • when changes occur to Act or Ministerial Order; or • when significant incident occurs.		
Related Documents	• Child Safety Reporting Procedure • Child Safety and Wellbeing Policy • Child Safe Code of Conduct • Bullying Prevention and Intervention Policy • Supervision Policy • Acceptable Use IT Statement • OHS Policy • First Aid Policy and Procedures • Staff Recruitment Checklist • Staff Induction Supervision and Ongoing Suitability Policy & Procedure	• Child Safety Risk Register • Child Safety Incident Report Form • Distributing Medicine and Medical Management Policy and Procedure • Management of Students at Risk of Anaphylaxis • Anaphylaxis School Checklist • Online Safety Policy • Induction Checklist • Staff Induction Policy • Complaints Handling Policy and Procedure	
Appendices	• Appendix A – Newsletter (example) • Appendix B – Teach the Parent Night Flyer (example) • Appendix C - Anti Bullying Posters (examples) • Appendix D – Child Safety Posters (examples)		

1 Introduction

(a) Mastery Schools Victoria (the **School** or **MSV**) regularly communicates policies and procedures on the care, safety and welfare of students to staff, students, parents, guardians and the School community.

(b) The School communicates to staff, students, parents, guardians and the School community regarding policies and procedures on the care, safety and welfare of students, including in relation to:

(i) Child Safety including the requirements of Ministerial Order 1359, mandatory reporting, reportable conduct;

(ii) Duty of Care and Injury prevention – including sport, sunsmart requirements, and rules on concussion;

(iii) Restrictive interventions;

(iv) Safety on premises;

(v) Students with disabilities;

(vi) Anti-bullying and harassment including cyber-bullying;

(vii) Supervision, yard duty, areas that are out of bounds;

(viii) Supervision arrangements for students when participating in activities offsite;

(ix) Supervision arrangements for students when with another provider;

(x) Arrangements when students are ill, including attendance at sick bay and First Aid;

(xi) Use of accidents and incidents register;

(xii) Distributing medicine;

(xiii) Internet and IT use;

(xiv) Managing Complaints and Grievances;

(xv) Availability of support for students, including psychological support; and

(xvi) Anaphylaxis risks.

2 How the School communicates

(a) The School uses multiple channels to communicate regularly, its policies and procedures on the care, safety and welfare of students to staff, students, parents, guardians and the School community.

(b) Communication Channels include:

(i) In person:

(A) start of year welcome events and information evenings for parents;

(B) parent/teacher interviews and events (see appendix A for an example of the newsletters that are sent);

(C) meetings with parents and students regarding support plans and reasonable adjustments;

(D) meetings with parents and students to discuss any concerns, including behaviour management;

(E) meetings to discuss any grievance.

(ii) School newsletter (see appendix A for an example), emailed to parents fortnightly and covering school updates and upcoming events (see for example

clause 9 of Complaints Handling Policy and Procedure, clause 12.2 12.3 of Child Safety and Wellbeing Policy);

(iii) Parent education sessions (see appendix B for example), including online webinars regarding key issues such as student mental health, substance issues among young people, anti-bullying including cyber-bullying, use of internet and social media, child safety and general safety and behaviour at school (see clause 12 of Bullying Prevention and Intervention Policy and clause 4.14, 6.1 of Online Safety Policy) ;

(iv) School website, where copies of School policies and reading material are accessible to students and parents (see clause 15.1 of Management of Students at Risk of Anaphylaxis, clause 12.4 of Child Safety and Wellbeing Policy);

(v) School website, including:

(A) Links to policies;

(B) contacts listing the names of key contacts for students, parents and the School community if they have any concerns or queries or grievances;

(vi) links to education material published by external providers such as The Parents Website;

(vii) Via posters and accessible physical media, for example, listing the names of key contacts for students, parents and the School community if they have any concerns or queries or grievances, including posters in accessible pictorial and diagram format, designed for students who have learning disabilities which mean that written/word based materials are less accessible (see poster in clause 4.11 of Online Safety Policy);

(viii) Enrolment paperwork in soft and hard copy provided to parents/guardians on enrolment and including copies of key policies being Behaviour Management Procedure, Parent Code of Conduct and Student Code of Conduct (see clause 4 of Distributing Medicine and Medical Management Policy and Procedure re parent consent form, clause 6 of Acceptable Use of IT Policy, clause 2.3 of Online Safety Policy);

(ix) Student education sessions according to curriculum planning documents (see for example clause 4.6-4.11 of Online Safety Policy, clause 11.1(h), (i) and (j) of Child Safety and Wellbeing Policy) which detail strategies and actions the School will take to ensure children, young people and students are empowered about their rights, participate in decisions affecting them and are taken, including sessions on:

(A) Anti-bullying and harassment including cyber-bullying (see clause 12 of Bullying Prevention and Intervention Policy, and clause 4 of Online Safety Policy) (see appendix c for examples of signage around the school for students);

(B) Child Safety (see appendix d for examples of signage around the school for students); including the requirements of Ministerial Order 1359 (including as required by 7.2), sexual abuse prevention programs and relevant related information presented in an age-appropriate way – plus ensuring students and young people know where they can go for help and location of reporting channels, for example clause 4.3 of Online Safety Policy);

(C) Duty of Care and Injury prevention – including sport, sunsmart requirements, and rules on concussion.

(x) Student orientation sessions (see clause 6 of Acceptable Use of IT Policy, clause 8.1 of First Aid Policy, clause 9 of Complaints Handling Policy and Procedure);

(xi) Surveys of students, including regarding online safety (clause 4 of Online Safety policy);

(xii) Structured regular verbal updates from classroom teachers to students during form time and attendance taking, reminding students and alerting them to other sources of information (including accessible pictorial and diagram format posters);

(xiii) Student Representative Council, where student representatives are consulted and invited to contribute to, and are informed of, the School's policies and procedures, and key initiatives or issue resolution relating to care, safety and welfare of students;

(xiv) Staff:

(A) Recruitment (see for example clause 14.1 of Child Safety and Wellbeing Policy, clause 8, and 9.5(f), of Staff Recruitment checklist;)

(B) Consultations (for example as set out in clause 4 of the OHS policy);

(C) Briefings in weekly staff meeting, including reporting on any incidents relevant to the School's duty of care to students and the School's policies on the care, safety and welfare of students;

(D) Briefings at termly PD days on duty of care, the School's policies in the area of care safety and welfare of students;

(E) Training at termly PD days on duty of care, the School's policies in the area of care safety and welfare of students and other specific areas such as anaphylaxis (see also for example clause 4.13 of Online Safety Policy, clause 15.4, 16 of Management of Students at Risk of Anaphylaxis, clause 10.2(e.) of First Aid Policy, clause 11.1(g) and 14.3 and 16.4 and 16.5, 16.7, 16.8, 16.11 of Child Safety and Wellbeing Policy);

(F) Induction involving verbal briefing and modules via CompliLearn, including the induction required by 10.4 of Ministerial Order 1359 (and see Induction Checklist and also clause 15.2 of Management of Students at Risk of Anaphylaxis, clause 8.2 First Aid Policy, clause 9.1 of Complaints Handling Policy and Procedure, clause 9 and 14.4 of Child Safety and Wellbeing Policy, clause 4, 5, 6, 7, 8, 12 of Staff Induction Supervision and Ongoing Suitability Policy & Procedure

(G) Fortnightly meetings of CSOs who then report to Principal and Chair (clause 10.1 Child Safety and Wellbeing Policy

(H) Access to policies and any updates via the staff access to Compass (see for example clause 17.3 of Management of Students at Risk of Anaphylaxis) and Sharepoint (see for example clause 12 of Bullying Prevention and Intervention Policy);

(I) Ongoing learning and development via attending external events such as LawSense, Legalwise, ISV;

(J) Internal ongoing learning via staff modules contained in CompliLearn; and

(K) Copies of ASCIA Action Plans in staff room and Student name/photo/allergen posters around the School (clause 17.2 of Management of Students at Risk of Anaphylaxis, clause 5.3 of First Aid Policy)

(L) Signage around the School and on doors on first aid room, First Aid Officers and contact details near phones, on emergency procedure notices, on first aid kits and safety noticeboards (see clause 6.1, 7.2 First aid Policy)

(M) Liaison with Senior Campus Administration Officer (see clause 6.7 First Aid Policy);

(xv) School community information nights.

(xvi) Information brochure/ electronic sign in and acknowledgment for visitors to the School, containing copies of policies for visitors, contractors to read.

(xvii) Staff Code of Conduct and Information brochure/ electronic sign in and acknowledgment for staff including volunteers to the School, containing copies of policies for volunteer visitors to read.

3 Communications regarding Child Safety and Wellbeing

(a) The School has specific obligations under Ministerial Order 1359 to ensure that families and communities are informed, and involved in promoting child safety and wellbeing.

(b) To ensure that families participate in decisions relating to child safety and wellbeing which affect their child, parents are:

(i) Kept up-to-date via the newsletter, which links to other material, for example, to invitation to information nights, links to external websites, links to website policies

(ii) Regularly surveyed on their opinions and concerns including on the School's approach to child safety;

(iii) Provided with ready access via School website to relevant information, including in relation to the School's approach to child safety;

(iv) Invited via survey and in-person sessions to have a say in the development and review of policies and practices of the School related to child safety and wellbeing;

(v) Kept informed, via School website, webinars, in-person parent information sessions and information evenings, and newsletters, of the School's operations and governance related to child safety and wellbeing.

(c) To ensure that children, young people and students are empowered about their rights, participate in decisions affecting them and are taken seriously:

(i) children, young people and students are informed about all of their rights, including to safety information and participation, including via:

(A) Sessions on Child Safety including the requirements of Ministerial Order 1359 (including as required by 7.2), sexual abuse prevention programs and relevant related information presented in an age-appropriate way – plus ensuring students and young people know where they can go for help;

(ii) the School recognises the importance of friendships and encourages support from peers, to help children and students feel safe and less isolated. The School achieves this via:

(A) student education sessions about wellbeing, strategies for being an upstander, upskilling of students to navigate conversations such as "R U OK?"

(B) having students actively participate in clubs, project teams and lunchtime groups, so as to develop deeper connections with peers;

(C) arranging for suitable external providers (supervised by staff) to work with students on friendships and peer support skills, including ManCave, BraveHearts, WELS School;

(D) regularly communicating with students via classroom discussions and assemblies on where students can go for support or if they have any concerns about another child, young person or student;

(iii) staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns. The School achieves this via:

(A) regular training at least annually at staff PD days on signs of abuse and indicators of harm, and as set out in the Child Safety and Wellbeing Policy and Child Safety Code of Conduct, ensuring that all staff understand:

(I) Ministerial Order 1359 via training covering each element required by Ministerial Order 1359, clause 12.2;

(II) mandatory reporting;

(III) reportable conduct;

(IV) the failure to disclose offence;

(V) the failure to protect offence; and

(VI) the offence of grooming.

(B) developing and delivering child-friendly and accessible sessions delivered in smaller groups and classroom setting, in child safety in which student views are sought on key decisions;

(C) use of an anonymous portal on the School website for any person to lodge a concern;

(D) regularly communicating via email, physical accessible pictorial and diagram based posters (which are not “reading-heavy”) and other accessible physical media, with name, photo and contact details of School child safety officers;

(E) student representative council, in relation to which all students vote on student representatives, who meet fortnightly with the Principal or their delegate. Student leaders are invited to contribute to, and are informed of, the School’s policies and procedures, and key initiatives or issue resolution relating to care, safety and welfare of students;

(iv) The School has strategies in place to develop a culture that facilitates participation and is responsive to the input of children and students. The School provides opportunities for children and students to participate and is responsive to their contributions to strengthen confidence and engagement. This is achieved via:

(A) Student Representative Council, where student representatives are consulted and invited to contribute to, and are informed of, the School’s policies and procedures, and key initiatives or issue resolution relating to care, safety and welfare of students;

(B) student education sessions about wellbeing, strategies for being an upstander, upskilling of students to navigate conversations such as “R U OK?”

(C) having students actively participate in clubs, project teams and lunchtime groups, so as to develop deeper connections with peers;

(D) arranging for suitable external providers (supervised by staff) to work with students on friendships and peer support skills, such as ManCave, BraveHearts, WELS leadership;

(E) regularly communicating with students via classroom discussions and assemblies on where students can go for support or if they have any concerns about another child, young person or student.

Appendix A

IN THE LOOP

Term 3 Week 2
Friday, 19th July 2024

Message From the Principal

Dear MSV Parents/ Caregivers

I hope you all had a restful and enjoyable break. As we embark on the third term of the school year, I am delighted to welcome everyone back, ready and refreshed for another exciting chapter in MSV Bundoora educational journey.

Firstly, I would like to remind all students of the importance of wearing the correct school uniform. Our school uniform is a symbol of our pride and unity. Wearing it correctly not only fosters a sense of belonging but also promotes equality among students. Let's all take pride in our appearance and uphold the high standards of our school.

Regular attendance is another crucial aspect of academic success. Attending school consistently allows students to engage fully in their learning, participate in school activities, and build strong relationships with their peers and teachers. Parents, please support your children in maintaining regular attendance and arriving on time every day. If your child is unwell or unable to attend school, kindly inform the school office as soon as possible.

We have introduced new parking rules to ensure the safety and smooth flow of traffic during drop-off and pick-up times. The area at the front of the school is now designated as a three-minute drop-off zone. This means you can quickly and safely drop your children off without leaving your vehicle. Please adhere to this rule to help us maintain a safe environment for all our students.

I am thrilled to report on our recent athletics carnival, which was a resounding success. The event showcased the incredible sportsmanship and determination of our students. It was wonderful to see students encouraging one another, celebrating achievements, and giving their best in every event. Congratulations to all participants and a special thank you to the staff and volunteers who helped make the day run smoothly. Your efforts and dedication are truly appreciated.

As we move forward into Term 3, let's continue to strive for excellence in all we do. I encourage students to set personal goals, work diligently, and make the most of the opportunities available to them. Parents, your ongoing support is invaluable, and together, we can ensure a productive and fulfilling term for our students.

Welcome back once again, and let's make Term 3 a term to remember!

Your proud principal,

Fred Maverick
Principal MSV Bundoora

Follow the MSV Bundoora Online Community

MSV Bundoora
@msv_bundoora

Whole School Highlights

MSV Bundoora Athletics Carnival

In the first week of the term, MSV Bundoora held its inaugural Athletics Carnival, and it was a resounding success! The event brought together students, staff and parents for a day filled with excitement, camaraderie, and spirited competition.

From the thrill of the races to the cheers of encouragement, everyone had a fantastic time participating in and supporting a variety of athletic events. The carnival not only showcased the students' athletic talents but also fostered a strong sense of community and school pride. It was a memorable day that set a vibrant tone for the rest of the school year!

NAIDOC WEEK 2024

In Week 1 MSV Bundoora students designed a flame as part of a visual display in celebration and recognition of the NAIDOC WEEK theme – KEEP THE FIRE BURNING! BLAK, LOUD AND PROUD.

Updates and Reminders

RECENTLY UPDATED POLICIES

We've recently updated our Child Safety Policy. Click the link to read the latest version. If you have any questions, please email us at info@mswbundoora@education.vic.gov.au.

Enrolment Policy

Attendance

Please ensure that if your student is not attending school for ANY reason that our administration staff are notified **before 9:00am each day**.

Any parents/guardians who have received an email regarding their student's unexplained absences in Term 3 please respond to the email as soon as possible.

It is important to note: If students are absent for more than 3 days due to illness/medical reasons, a medical certificate must be provided.

Drink Bottles & Hats

There is quite a few students who are not bringing their drink bottles and HATS! Note! Please ensure your student is packing these each day.

Remember to bring these 3 items to school each day at MSV:

1. Your MSV Hat
2. A Drink Bottle
3. Your Lunch

Classroom Highlights

Juniors

Junior Blue
Miss Whitten
2024 Athletics Carnival

Junior Blue had a fantastic day at the athletics carnival, giving their best effort in every event. The team spirit was high as they cheered each other on, showcasing determination and camaraderie. Everyone enjoyed the fun-filled day!

Middles

Middle Red
Mrs Nielsen
2024 Athletics Carnival

Middle Red would like to congratulations to all my students on their wonderful behaviour and attitude on the day, they all showed great sportsmanship. We can't wait for next year's carnival!

Seniors

Senior White
Mr McGregor
2024 Athletics Carnival

The MSV athletics carnival was a huge success, all students ended up participating and encouraging each other to compete in a range of events. It was a brilliant display of sportsmanship. I couldn't be prouder of Senior White!

UPCOMING EVENTS

Teach the Parent Night

Scan QR code to learn more!

YOU'RE INVITED TO
Teach the Parent Night
Event details
Tuesday, 23rd July
3:30 - 5:30pm
Year 5 & 6 Classrooms
Year 5 & 6 Teachers
Year 5 & 6 Students
Year 5 & 6 Parents
Teaching Staff
Year 5 & 6 Leaders
Come and see what your child does in their classroom!
Meet your child's teacher and see what they do in class!
Come and see how we teach Literacy and Numeracy!
Come and see how we teach Science and Technology!
Come and see how we teach Health and Physical Education!
Come and see how we teach Humanities and Arts!
Come and see how we teach Language!
Come and see how we teach Mathematics!
Come and see how we teach Science

Appendix B

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YOUR INVITED TO

Teach the Parent Night

Event Details

Tuesday, 13th August

6.00 - 7.30pm

MSV Bundoora Campus

Special Choir Performance

**Performance starts at 5.55pm*

Light Drinks & Nibbles Provided

Creche is available

**If you wish to bring your child, please include them in your booking.*

Have you ever wondered how exactly your child is taught at MSA?

Join us for an exciting and interactive evening where you will ***step in your child's shoes*** (or should we say, 'chair') and ***experience first hand how they learn***.

This is the perfect opportunity to get to know your child's teacher and connect with other like-minded families.

Scan the QR code to

RSVP by the 12th of August

THIS IS A

BULLY FREE ZONE

WALK WITH CONFIDENCE

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What is Bullying?

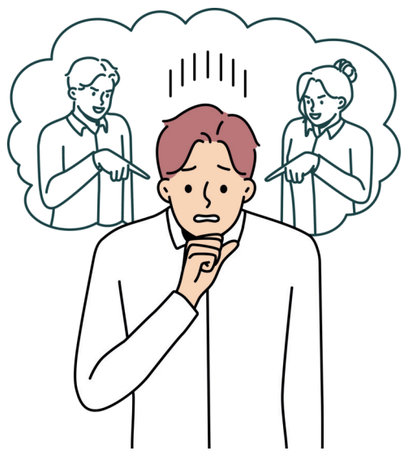
Bullying is when one person or a group of people intentionally hurt or harm another person repeatedly. Bullying can take place in the following ways:

Physical Bullying

Intentionally causing harm or injury to someone through physical force.

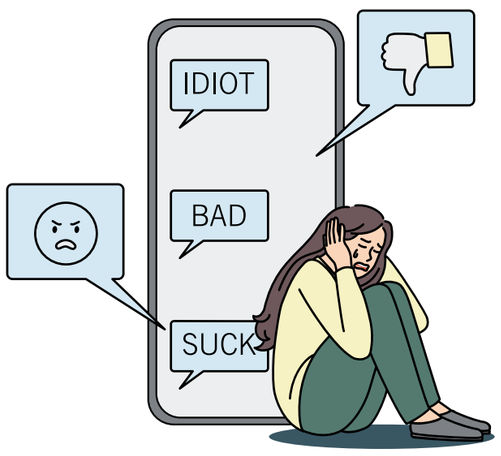
Verbal Bullying

The use of words to harm, intimidate, or humiliate someone.



Cyberbullying

The use of technology such as social media apps to send hurtful messages.



How Do I Deal With Bullying?

If you or someone you know is experiencing bullying, report it by speaking to a teacher, a support worker or an adult you trust.

*Refer to the Staff table next to this poster if you are unsure who to report to

MSV Bundoora Staff

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Teachers

JUNIOR TEACHER
Name Here

MIDDLE TEACHER
Name Here

SENIOR TEACHER
Name Here

Support Workers

SUPPORT WORKER
Name Here

SUPPORT WORKER
Name Here

SUPPORT WORKER
Name Here

Principal & Assistant Principal

PRINCIPAL
Name Here

ASSISTANT PRINCIPAL
Name Here

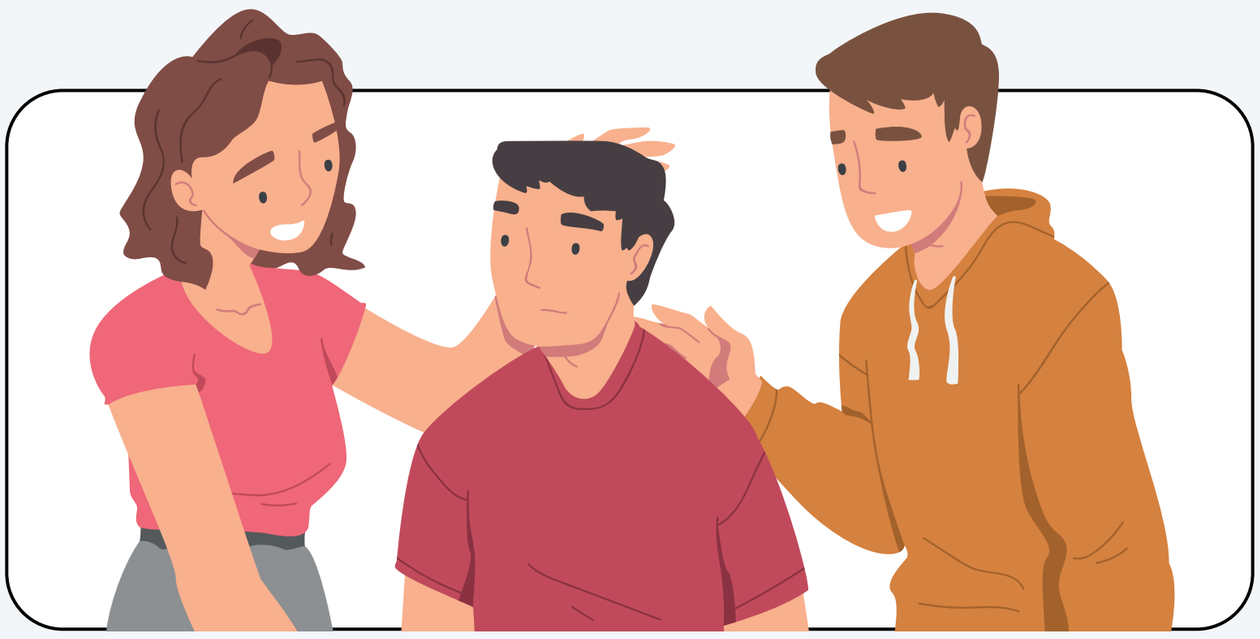
Administration / Reception

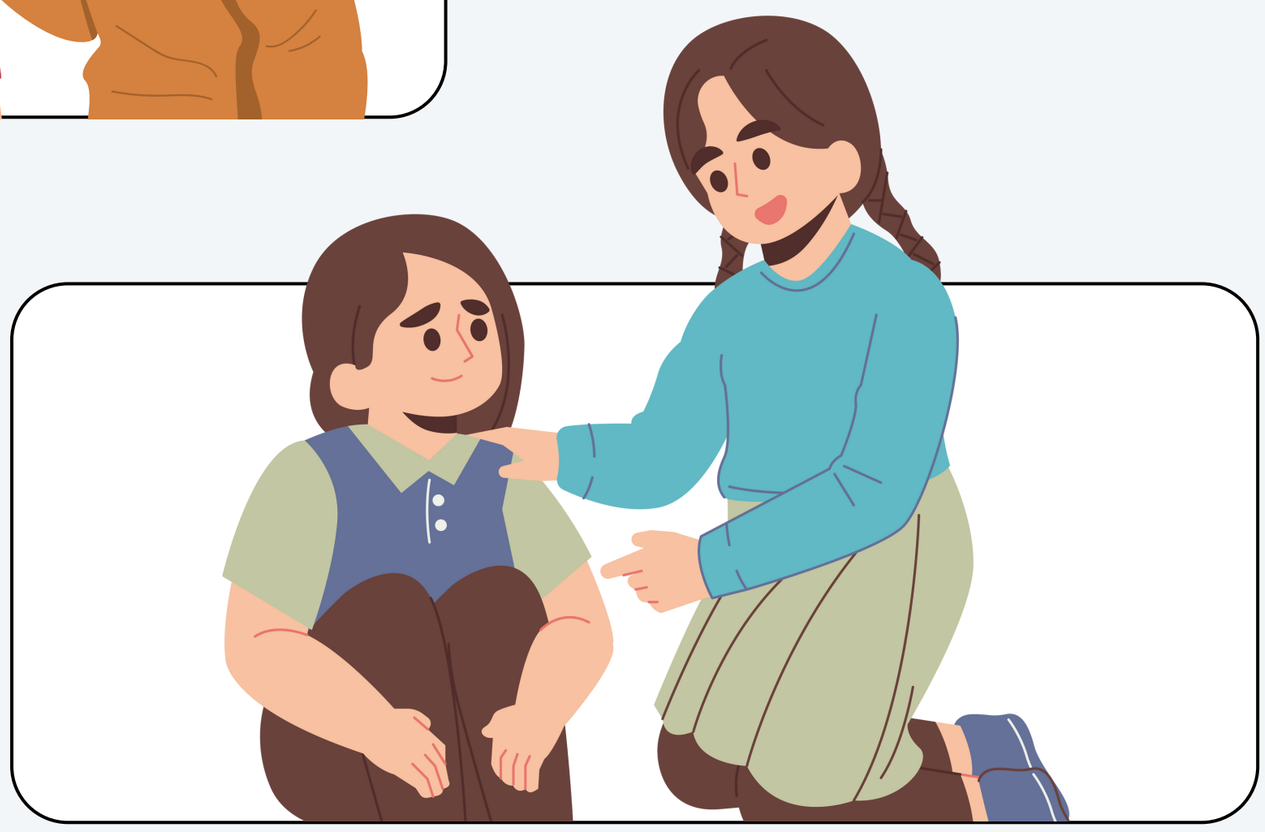
ADMINISTRATION
Name Here

ADMINISTRATION
Name Here

ADMINISTRATION
Name Here

Always treat others how you want to be treated





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MSV Bundoora Staff

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Teachers

JUNIOR TEACHER
Name Here

MIDDLE TEACHER
Name Here

SENIOR TEACHER
Name Here

Support Workers

SUPPORT WORKER
Name Here

SUPPORT WORKER
Name Here

SUPPORT WORKER
Name Here

Principal & Assistant Principal

PRINCIPAL
Name Here

ASSISTANT PRINCIPAL
Name Here

Administration / Reception

ADMINISTRATION
Name Here

ADMINISTRATION
Name Here

ADMINISTRATION
Name Here

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MSV SAFETY RULES

Inside voices please

Don't talk to strangers

Enter the classroom **ONLY** when a teacher is present

Notify a teacher if someone is hurt

Walk **DON'T** Run

Be **Respectful** to one another

Keep to **one side** in the hallways

Always **listen** to your teachers

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SAFE STRANGERS

Firefighters

Doctors

Police Officer

Teachers

Admin

A "safe stranger" is a trustworthy person like a police officer or teacher who can help in emergencies to keep you safe.

FIND A TEACHER

Teachers

JUNIOR TEACHER

Name Here

MIDDLE TEACHER

Name Here

SENIOR TEACHER

Name Here

IN THE CASE OF AN EMERGENCY

TODAYS SAFETY PAVES THE WAY FOR TOMORROW'S HOPE.

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