

# Newcastle School

## Well being Procedures

**Incorporating:**

**School Discipline Processes  
Anti-Bullying Plan  
Student Health  
Assisted School Travel**

NEWCASTLE SCHOOL

A COMMITMENT TO EXCELLENCE

**WELLBEING PROCEDURES**  
***(Incorporating Discipline, Anti-bullying, Medical and Assisted School Travel Policies)***

*“Newcastle School is committed to providing a safe and supportive school community for our students to grow in harmony. We are all responsible for respecting others”.*

*“At this school everyone will be safe and valued and all members of the school community have a responsibility to ensure this happens”.*

**STATEMENT OF PURPOSE**

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

Our school is committed to promoting the highest standards of learning and behaviour. Students at Newcastle School are provided with a high quality education so that they can learn to the best of their ability.

This policy is consistent with legal and departmental requirements, is based on the principles of fairness and developed a framework of student welfare. Staff, parents and students have been consulted to ensure that it reflects the particular needs of our school community.

Newcastle School takes a positive approach to student discipline. Our discipline policy identifies core rules and practices that support quality teaching and learning. It sets clear limits, recognises and promotes positive behaviour as well as applying consequences for inappropriate behaviour.

Newcastle School has adopted the nine core values of NSW public schools. These are *integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy*.

We recognise the significant influence parents have on their children’s character and behaviour and the importance of working in partnership with them in supporting the core rules our school has established.

**DEPARTMENT OF EDUCATION AND COMMUNITIES CORE SCHOOL RULES**

**Students at school will:**

- Attend school every day unless they have a justified reason for being absent
- Arrive at lessons on time and be prepared to participate in learning
- Maintain a neat appearance and comply with our school uniform policy
- Behave in a safe considerate and responsible manner. This includes travel to and from school
- Be respectful at all times and cooperate with teacher instruction and learning activities
- Comply with classroom rules
- Be courteous at all times and cooperate with teacher instruction and learning activities
- Treat all members of the school community with dignity and respect
- Take care of your property, the schools and others
- Do not harass, bully, interfere with the safety of others or engage in any illegal or anti-social behaviour of any kind

## **SCHOOL DISCIPLINE POLICY**

The welfare of the students at Newcastle School is of prime importance to parents, caregivers, staff and community members alike.

This document aims to provide students, staff and parents/caregivers with guidelines, which promote self-esteem and self-discipline and positive behavior outcomes.

Our school rules, compiled by our school community provide a framework for students to make positive choices about their behavior.

It is imperative that our students develop skills to enable them to make positive behavioral choices and to conduct themselves in a manner that enables all school members to live and learn in a safe and positive environment.

## **DISCIPLINE CODE**

The school maintains a fair discipline policy. Central to this system is the establishment of proactive and preventative strategies and systems to foster and recognise appropriate behaviours within the whole school setting.

Staff are responsible for establishing and maintaining a system for managing student behaviour in their classroom on a whole class and or individual basis. Managing behaviour is the responsibility of all school staff.

Classroom teacher responsibilities include the completion, implementation and ongoing reviewing of risk assessments and behaviour management plans for individual students and case managing Learning Support Teams for students in their class.

## **STRATEGIES TO PROMOTE GOOD DISCIPLINE AND EFFECTIVE LEARNING**

Positive discipline is an essential part of Newcastle School's Student Welfare policy and School Discipline code. It may be promoted by:

- Providing an appropriate curriculum to meet the needs of each student
- The consistent use of good behaviour management techniques such as
  1. Regularly noticing and commending students for complying with rules and directions
  2. Giving simple directions
  3. Refocusing and redirecting attention when students become restless, inattentive or frustrated
  4. Having a plan for managing behaviour disruptions eg student behaviour management plans
  5. Following up any significant behaviour problems
- Staff attendance at relevant training and development programs
- Staff modelling of consistent, caring and controlled behaviour
- Discussion with parents and caregivers of their roles and responsibilities in managing student behaviour
- The development of a school discipline code, individual behaviour management plans, crisis management and risk management plans that are easily understood

- Liaison with supportive community agencies to build effective learning support teams
- Focus on developing communication, social and play skills to alleviate or replace inappropriate behaviours

### **PRACTICES TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT**

At Newcastle School we will relate to students in a positive way by demonstrating qualities of empathy, genuineness, positive regard and unconditional acceptance

Positive reinforcers may include:

- The provision of ongoing positive feedback to the student for appropriate behaviour
- Consistent and caring behaviour by staff
- The use of merit certificates, awards and other appropriate school based rewards
- Commendations or recognition at assemblies and special school occasions
- Regular ongoing contact with parents or caregivers, in person, by letter or by telephone, learning support team (LST) meetings and individual learning program (ILP) meetings
- Support and recognition of parents role on promoting student achievement

### **STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR**

Newcastle School is committed to a positive approach to managing behaviour of students at school and has a focus on teaching students the skills to manage their own behaviour.

Understanding the purpose of a student's behaviour will allow the school community to make the best choices in managing the behaviour. Options for managing unacceptable behaviour may include:

- Social skills training
- Promotion and extension of communication skills
- Teaching acceptable behaviours
- Loss of privilege
- In-class time-out or safe area time-out
- Individual behaviour management and crisis management plans
- Suspension or exclusion from school if following behaviours/incidents have occurred
- ❖ Student injury, Staff injury and/or Major damage to school property and school grounds
- Where possible parents/carers will be informed verbally or in writing that a student is facing imminent suspension, but in cases of damage to school property or high-level violence against staff and/or other students, suspension may be immediate. The period of suspension will be determined by the Principal.

Suspension is only one strategy for managing inappropriate behaviour and it allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

Newcastle School has a team of dedicated teachers who will assist with managing challenging behaviours. The PD team may be called upon to give assistance to teachers in developing functional assessment plans, behaviour management and crisis plans.

## ANTI-BULLYING PLAN

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

### Statement of purpose

To protect students from bullying and foster a positive school culture where bullying is considered by the whole school community to be unacceptable.

*The school recognizes bullying as repeated physical, verbal, social or psychological behaviour that is harmful and involves the misuse of power.* It includes cyber bullying and covers all forms of harassment including: sex, race, disability, homosexuality or transgender. We see any incidents of bullying as being serious and understand that bullying can have long term harmful effects on those involved.

Preventing and responding to bullying behaviour is a shared responsibility for school staff, families and students.

### School Staff in particular have a Responsibility to:

- Respect and support students
- Model appropriate behaviour in word and action
- Closely supervise students in all areas of the school and playground
- Provide opportunities for students to understand bullying and its impact
- Respond quickly and sensitively to bullying reports and follow up all reported bullying incidents

### Students have a Responsibility to:

- Follow classroom rules and anti-bullying plan
- Behave appropriately, respecting individual differences
- Behave as responsible bystanders
- Behave as responsible digital citizens
- Refuse to bully and challenge inappropriate behaviour

### Strategies the school will implement to maintain a positive climate of respectful relationships where bullying is less likely to occur:

- Model respectful relationships with staff and students
- Create positive accepting classroom environment where inclusivity is practiced- celebrate cultural differences
- Create atmosphere where students can communicate openly with staff
- Acknowledge positive behaviours
- Regularly review, reinforce and explain classroom rules
- Provide welcoming atmosphere to new students

### Strategies to prevent bullying and to embed anti-bullying messages into the curriculum:

- Set out clear positively worded classroom rules
- Acknowledge students who follow the rules
- Implement lessons which increase awareness and create discussion on bullying ( role play, posters, discussion, self advocacy)
- Teach appropriate use of ICT (safe use of social networking, digital citizenship) -integrate within curriculum
- Teach assertiveness skills and self-advocacy skills where appropriate
- Teach/model appropriate bystander behaviour ( challenge, support, report)
- Establish transition programs that support at risk students (buddies, mentors)
- Ensure all staff familiar with Anti-Bullying Plan

**Strategies to support students considered at risk socially in this setting:**

- Provide opportunities for student discussions and brain storming
- Monitor student behaviour and comments
- Identify behaviours that may be precursors to bullying or social isolation
- Implement social skills programs – teach/ model friendship skills if appropriate in this setting/alert home school
- Organise peer support/ buddies or mentors as required

**Response**

- Respond quickly, consistently and effectively, taking all reports seriously
- Inform school staff and parents(where appropriate)
- Principal to contact police and School Safety Unit if criminal behaviour involved
- Describe behaviour that is of concern, refer to school rules and follow up through School Discipline Policy
- Provide support to anyone engaged in, affected by or witnessing bullying
- Provide opportunities for staff to discuss incidents in briefing meeting
- Follow up incidents with staff and student discussion

NEWCASTLE SCHOOL  
 A COMMUNITY SCHOOL

## MEDICAL ISSUES AND STUDENT ILLNESS

Many of the students at Newcastle School have complex and at times severe medical conditions. It is imperative that the following guidelines be adhered to:

- Emergency Health Care Plans must be adhered to at all times in relation to identified medical conditions.
- The Administration of Prescribed Medication Guidelines will be followed by all staff, parents and caregivers.
- All medication is required to be in “Webster Packs”, clearly labelled with pharmacy name, student name and dosage.
- Students who are unwell and contagious to others should remain at home.
- If the school first aid officer deems that a student is too unwell to be at school parents/caregivers will be notified to collect their child.
- If parent/caregivers or emergency contacts are unable to be contacted, an ambulance will be called to transport student to the nearest medical facility.
- Due to the intimate nature of care undertaken at Newcastle School, cross contamination is inevitable, therefore the utmost care must be taken to ensure that the spread of harmful germs be kept to a minimum. Infection control procedures must be adhered to.
- Complex care needs of students will be individually discussed at Learning Support Team Meetings. Health care plans will be developed in consultation with all members of the support team.
- Staff who have specific knowledge of and training in tube feeding processes are to be responsible for the tube feeding of students.
- Staff will undertake no invasive procedures relating to gastrostomy buttons unless specifically trained by a registered medical officer re individual cases, and are willing to do so.  
**NB Under no circumstances are gastrostomy buttons to be replaced by school staff.**  
Refer to Health Care Plan. Call ambulance if parent/caregiver can't be contacted.
- Staff will only administer Medazolin if they have received training from a registered medical officer, and they are willing to do so.
- In the event of a head lice or other infectious diseases outbreak, parents/caregivers will be notified immediately. Recommended procedures will be distributed to all staff, parents, caregivers and transport drivers. Return to school will be subject to NSW DEC and Dept of Health Infectious Diseases Guidelines.
- In the event of a serious accident to a student an ambulance will be called. Parents/caregivers or emergency contacts are then to be contacted.
- In the event of a less serious accident parents/caregivers or emergency contacts are to be contacted. If they are unable to be contacted an ambulance will be called.

## ASSISTED SCHOOL TRAVEL SERVICES

### Parent and Student Responsibilities

Special transport is a privilege and takes a lot of organisation, the drivers will report both to the school and to transport services issues encountered around special transport.

The following is an extract from the Department of Education’s special transport information for parents:

*Your co-operation is therefore sought to ensure that the student is always ready at pick-up times and for a 15 minute period either side to take account of traffic variations and that parents/carers are always present when the student is dropped off after school. Please note that parents/carers being available at the arranged times is a pre-requisite for access to travel assistance for students and if there are regular occurrences of parents/carers being unavailable, the provision of assistance may be withdrawn.*

*Transport drivers have been instructed that they should wait a maximum of 3 minutes each morning at any student’s address before proceeding to collect the next student on the transport run. In the afternoon, should no identified adult be present when the student arrives home from school, drivers have been instructed to contact the ASTU for advice on the appropriate action to take which may, if there is no other alternative, involve conveying the student to the nearest Department of Community Services office. Drivers cannot be responsible for supervising students once they have reached their destination and cannot leave students unattended.*

*If the student will not be attending school please inform the operator as soon as possible to ensure that the driver does not travel to the student’s address unnecessarily. If the student no longer requires transport assistance please inform the SSTU and the school.*

When travelling between home and school, students must adhere to various regulations regarding passenger behaviour and the Code of Conduct for travel by bus and rail developed by the [NSW Ministry of Transport](#).

#### **To ensure their safety and the comfort of other passengers, students will:**

- *behave safely at all times, respect the needs and comfort of other passengers*
- *behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus/train/ferry)*
- *protect all property and report any vandalism, follow instructions about safety*
- *not eat and drink in prohibited areas*
- *keep arms, legs and other parts of their body inside the bus/train/ferry*
- *only attract the attention of the driver in case of emergency.*

<b>Consequences for Violations Related to the Transport of Students:</b>			
<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Parents informed	Bus Suspension (up to five days)	Bus Suspension (six to 10 days)	Bus Cancellation
Appropriate Action Conference Seat Change School Suspension Follow Policies	Appropriate Action Required Additional Bus or School Suspension where necessary Follow directions from Assisted Services		