



NARRE WARREN NORTH PRIMARY SCHOOL

Newsletter No. 1 – 1st February, 2018

DIARY DATES

Thursday, 1st February

Lunch Order Price List; Internet Agreement & Publicity Consent forms distributed

Friday, 2nd February

Lunch orders available

Monday, 5th February

Commonwealth Bank – Student Banking commences and will be weekly on Mondays. Books must be submitted by 9.30am

Tuesday, 6th February

Open Water Swimming program for Grades 5 & 6 payments & permission forms are due.

Wednesday, 7th, 14th 21st & 28th February

Grade Prep Assessment Days

Friday, 9th February

Assembly – 9.00am

Tuesday, 13th February

Open Water Swimming program for Grades 5 & 6

Thursday, 15th February

District Swimming payments & permission forms due for selected students

Thursday, 22nd February

District Swimming

Friday, 23rd February

Prep 2018 Family Barbecue

Monday, 26th February

School Photos

Thursday, 1st March

Open Water Swimming program for Grades 5 & 6

Monday, 12th March

Public Holiday – Labour Day

Tuesday, 13th March

Curriculum Day – No School



Principal Pen

Welcome back to school everyone. We hope you have all had an enjoyable and relaxing holiday and are ready for the new school year.

Welcome to our Grade Prep students, new families and staff to our school. Welcome to Miss Natalie Tyson (Grade 1B), Miss Stephanie Barker (Grade 4A) and Mr Doug Rankin (Science).

I would also like to welcome Ms Clare Atkinson, our new Chaplain who started with us this week.

Child Safe Standards

Attached to the newsletter this week is the Child Safety Policy and Code of Conduct. Please read this carefully as all schools, by law, are required to put in place protocols and procedures to ensure the safety of all students.

Some of the reminders regarding this policy and our duty of care:

Volunteers must sign in and out of the office and wear a lanyard containing their Working With Children Check card at all times while working in the school.

Parents picking up their children early or dropping them off late will need to go to via the office, take and wear a school yellow lanyard to collect their child and then return this via the office on their way out.

Parents will not be able to wait in the corridor for their children. Please wait in a designated place in the yard and let your children know where this is.

In the mornings we ask that parents drop their children by 8.55am and leave the corridor when the bell goes so the children can begin their learning for the day.

A teacher is on yard duty from 8.45am in the mornings and until 3.45pm in the afternoons. If children are seen in the morning before 8.45am and after 3.45pm without an adult, teachers have been asked to take them to Out of School Hours Care. This will be at the cost of the parent.

Anaphylaxis/No Food Sharing

We have five students at our school with life threatening allergies. These students are Anaphylactic. Most have severe allergies to nuts - but not all. Our school has a responsibility to ensure the safety of all students. To help minimize the risk of anaphylaxis to these students our school has adopted a **no food sharing policy**. Children do mix with other grades so our **no food sharing policy** extends throughout the school. We ask that you do not send food in for birthdays or Easter etc. and to explain to your child that they cannot share their food. We still do have grade parties and special events involving food but these are held in a controlled environment with all parents being informed. Parents of Anaphylactic students will be notified beforehand and asked to provide their own food.

Nut Free School

Also due to the number of students that have allergies to nuts with some of them being Anaphylactic it is School Council Policy that our school is a 'Nut Free School'. This is to reduce the risk of an allergic reaction and ensure the safety of all students. Some students can have an allergic reaction from touch not just digestion. Please

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do not bring nuts or food containing nuts including nut oils, e.g. peanut butter, Nutella etc. to school. Foods with the label 'may contain traces of nuts' are okay as they are unlikely to contain nuts.

Student Absences

If your child is absent from school we would appreciate parents letting us know by either calling the office or emailing the classroom teacher in the morning of the absence to let us know. DET requirements have changed and if we don't hear from you about your child being away we will be required to contact you on the day of the absence. If you are going on holiday during the school term we would appreciate it if you could let us know in writing before you go.

Communication

Newsletters: All newsletters, circulated on a fortnightly basis, will be accessible via email and the school's website.

Emails: Most of our communication home to parents, if a signature is not required, will be via the teacher's school edumail (email) address. Parents are very welcome to email their child's teacher directly regarding any concerns or positive feedback you may have regarding your children. Teachers will respond within 72 hours. Please do not expect a response out of school hours or immediately after you send the email. During the school day teachers have a duty of care to their students and will only be able to read their emails before and after school, during breaks and in planning times. It is also important that if you have any major concerns that you make an appointment with the teacher to speak to them. We would appreciate it if parents have a concern that you go directly to the classroom teacher in the first instance rather than through the office. The Parent Complaint Policy can be found on the school's website.

All other communication channels, e.g. in person, via phone, notes and Sentral (e.g. parent teacher interviews) are still available for families.

Notices: Notices requiring parent signatures, e.g. excursion permission notes, will go home via the students.

Flexibuzz: This app is kept up to date during the year with current notices and reminders.

Qkr!: Qkr! is a payment app for parents. This is a very easy way to pay for excursions, etc. Your use of Qkr! means less administration work for our office staff and less hassle for you. The only other option for payments is via cash through the office.

Facebook Page: From time to time we publish good news events in the school community on this page. We do not use Facebook for reminders.

Assemblies: Assemblies are once a fortnight beginning next Friday 9th February at 9am. At our assembly next week the 2018 School Captains and School Vice Captains and House Captains will be making their Captain Pledge and will be presented their badges.

*Connie vanderVoort,
Principal*

Child Safety Code of Conduct

RATIONALE

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments. At our school all children are valued and feel safe and have opportunities to learn and develop to the best of their ability. We have zero tolerance of child abuse.

Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment. All students have the right to be safe in all school environments; be treated with respect by staff, volunteers and visitors; and be able to work and play in a secure environment without interference, intimidation, harassment, bullying or disruption. Developing safe and stimulating learning environments, with clear expectations for appropriate behaviours, is a priority at our school.

PURPOSE OF THE CODE OF CONDUCT

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage at risk behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Narre Warren North Primary School will support the implementation and monitoring of the Code of Conduct; and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school and other learning environments. We will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

GUIDELINES FOR ACTION

1. All staff, visitors, volunteers, contractors and any other member of the school community involved in child related work at Narre Warren North Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of students by:

- Adhering to and upholding our school's Child Safety Policy at all times.
- Taking all reasonable steps to protect students from abuse.
- Treating students and families in the school community with respect, both within the school environment and outside the school environment, as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation, inclusion and empowerment of Aboriginal students.
- Promoting the cultural safety, participation, inclusion and empowerment of students with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation, inclusion and empowerment of students with a disability.
- Ensuring as far as practicable that adults are not left alone with a student and that if this occurs the adult can be seen by other adults (e.g. through the window and an open door).
- Reporting any allegations of student abuse to the Principal or Assistant Principal, and ensuring any allegation is reported to the police or DHHS Child Protection (refer to Mandatory Reporting Policy and Child Safety Policy).
- Reporting any student safety or wellbeing concerns to the Principal/Assistant Principal/Wellbeing Coordinator if an allegation of student abuse is made, and ensuring, as quickly as possible, that concerns are reported and that the student/s are safe.
- Encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that directly affect them.

2. All staff, visitors, volunteers, contractors and any other member of the school community involved in child related work at Narre Warren North Primary School must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.

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- Develop relationships with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts).
 - Exhibit behaviours or engage in activities with students which may be construed as unnecessarily physical (for example, inappropriate sitting on laps, hugs initiated by the adult).
 - Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
 - Put students at risk of abuse and make them feel unsafe (for example, locking students in an isolated room, intimidation, threatening comments/actions).
 - Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting.
 - Use inappropriate language in the presence of students.
 - Express or convey any personal views on cultures, race or sexuality in the presence of students.
 - Discriminate against any student, because of culture, race, ethnicity, disability, sexuality or gender identity.
 - Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting, etc) except where that communication is reasonable in all circumstances, related to school work or extra-curricular activities, or where there is a safety concern or other urgent matter.
 - Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.
 - In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.
3. This Code of Conduct is to be read in conjunction with the school's Child Safety Policy, Mandatory Reporting Policy, Volunteers and Confidentiality Policy/Agreement and other relevant school policies.

This Code of Conduct is to be read with DET policy found at:

<http://www.education.vic.gov.au/studenthood/providers/regulation/Pages/studentsafestandards.aspx>

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

This Code of Conduct was endorsed/approved by the Narre Warren North Primary School Council on 19th July 2016 and will be reviewed if legislative or other changes are required in the interim or no later than December 2018.

Developed: 12th July 2016

Ratified by School Council: 19th July 2016

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Child Safety Policy

RATIONALE – Our commitment to Child Safety

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments where all children are valued and feel safe.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently through our policies and procedures.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and in out of home care.

Our school has specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

PURPOSE OF THE POLICY

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm. This includes all school environments - onsite, online activities and offsite for excursions, camps, etc. and outside of school activities.

The purpose of this policy is to ensure students are safe in all school environments and outside school hours and that they have involvement in making decisions, especially about matters that directly affect them. Students' views are listened to and opinions are respected and valued. We listen to and act upon any concerns that our students, or their families raise with us. We teach students what they can do if they feel unsafe.

It is important to promote the cultural safety, participation and empowerment of Aboriginal children; promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds; and ensure that children with a disability are safe and can participate equally in school life.

GUIDELINES FOR ACTION

1. This policy applies to all people involved in our school, including:
 - employees (permanent and casual)
 - volunteers
 - contractors
 - work experience students
 - service providers
 - any other visitors.
2. Staff, volunteers and visitors must abide by our Code of Conduct which specifies the standards of conduct required when working with children.
3. At the beginning of each year staff will revisit relevant Child Safety policies and procedures. Throughout the year staff will participate in professional learning to identify, assess, and minimise risks of child abuse; mandatory reporting, child protection and other matters that affect children and young people (annually).
4. School Council will be made aware of relevant Child Safety policies and procedures annually. The school community will be informed about child safety practices via the newsletter and school website.
5. The Child Safety Policy will be distributed to families at the beginning of each year.

6. All people engaged in work at Narre Warren North PS, including volunteers, are required to carry and wear a lanyard containing their Working with Children Check. Teachers/ESS are to wear their 'school identification badge' at all times. Staff are to approach anyone not wearing their lanyard and direct them to the office.
7. Advertisements for positions to include reference to child safety duties and responsibilities.
8. Reasonable steps will be taken to ensure that Narre Warren North PS engages the most suitable and appropriate people to work with children. Interview and referee checks (at least 2) are to be conducted on new employees. VIT registration is a requirement of all teaching staff.
9. All new employees and contractors will undergo induction and receive a copy of our Child Safety Policy and Code of Conduct.
10. All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety (refer to Privacy Policy).
11. Risk management strategies are to be put in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child at the school on social media).
12. Strategies will be put in place to promote participation and empowerment of children, e.g. through Circle Time.
13. Students will participate in the following school programs: Protective Behaviours facilitated externally (e.g. by SECASA) biennially and facilitated by classroom teachers at the beginning of each school year, Anti-Bullying programs (e.g. Cool Calm Kids) annually, Cyber Safety programs at the start of each year, Family Life, Life Education (P-2), drug education programs through the curriculum and regular Circle Time in classrooms.
14. Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter. It is the school's responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (refer to Mandatory Reporting Policy). Factors contributing to reasonable belief may be:
 - a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
 - behaviour consistent with that of an abuse victim is observed
 - someone else has raised a suspicion of abuse but is unwilling to report it
 - observing suspicious behaviour.Concerns are to be raised with the Principal, Child Safe Officer (Assistant Principal) or nominee in the first instance.
15. Advice to be sought from external agencies, e.g. chaplain, psychologist, to support students/staff.
16. This policy is to be read in conjunction with DET guidelines at <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards.aspx>
<http://www.education.vic.gov.au/about/programs/health/Pages/childsafe.aspx>
and school policies related to students, visitors, volunteers and staff.
17. This policy will be reviewed every two years and following significant incidents if they occur.

Developed: June 2016

Ratified by School Council: 19th July 2016