



BALLARAT PRIMARY SCHOOL (DANA ST)

STUDENT WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour.

Ballarat Primary School (Dana St) is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

SCOPE

This policy applies to all school activities, including camps and excursions.

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1. School profile
2. School values, philosophy and vision
3. Wellbeing and engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations and management
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8. Evaluation

POLICY

1. School profile

Ballarat Primary School (Dana Street) is located in the Ballarat central business district and has a student enrolment of approximately 255. The school is Ballarat's oldest Victorian Government primary

school and was established in 1857. It has played and continues to play a significant role in the education community of Ballarat. We strive to empower every student, in a culture of engagement and excellence, to embrace challenges and reach their full potential.

We provide a welcoming, stimulating, caring and supportive learning environment for our students, teachers and families, with a strong culture of excellence. We aim to connect our students with the wider community, so that they are empowered to participate and contribute within a global community.

Learning opportunities are tailored for members of our school community from Foundation to year 6. Curriculum is delivered consistently via an agreed pedagogical understanding that reflects current best practices. We provide rich and diverse learning opportunities to maximise the academic, social and emotional growth of all students. Learning achievements are monitored, acknowledged & celebrated together by students, parents and staff.

Students are supported to develop their social & emotional capabilities so they feel safe and ready to learn. We acknowledge and promote cultural diversity, ensuring that students are understanding of respectful relationships.

All students and families are supported through student wellbeing programs and strategies, aimed at developing responsibility, resilience and social, emotional and physical potential.

2. School values, philosophy and vision

Our vision and philosophy:

We empower every student, in a culture of engagement and excellence, to embrace challenges and to reach their full potential.

Our values:

At Ballarat Primary School (Dana Street), we believe that education is a process of growth underpinned by the following community values: respect, care, responsibility, inclusion, tolerance, understanding and excellence.

A copy of the Statement of Values is available on our website.

3. Wellbeing and engagement strategies

Ballarat Primary School (Dana St) has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and supported. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

- *high and consistent expectations of all staff, students, parents and carers*
- *prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing*
- *creating a culture that is inclusive, engaging and supportive and that embraces and*

- celebrates diversity and empowers all students to participate and feel valued*
- *welcoming all parents/carers and being responsive to them as partners in learning*
- *analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data*
- *deliver a broad curriculum to ensure that students are able to access subjects and programs that are tailored to their interests, needs and strengths*
- *teachers at Ballarat Primary School (Dana St) use a school-wide Instructional Model to ensure an explicit, common and shared process of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons*
- *teachers at Ballarat Primary School (Dana St) adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching*
- *our school's Statement of Values are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community*
- *carefully planned transition programs to support students moving into different stages of their schooling*
- *positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents*
- *monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level*
- *students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council and other forums including year group meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, Assistant Principal and Principal whenever they have any questions or concerns.*
- *create opportunities for cross—age connections amongst students through our Buddies and Mates program, school concerts, sports and whole-school days*
- *all students are welcome to self-refer to the classroom teacher, Wellbeing Officer, Assistant Principal and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning*
- *we engage in school wide positive behaviour support with our staff and students, which includes programs such as:*
 - *Respectful Relationships*
 - *Bounce-Back*
 - *Circle Time*
 - *Restorative Practices*
- *programs, incursions and excursions developed to address issue specific needs or behaviour (small social skills groups as needed)*
- *opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)*
- *measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, homophobia and other forms of discrimination or harassment*

Targeted

- *each classroom has a classroom teacher and a Unit leader who monitor the health and wellbeing of these students, and act as a point of contact for students who may need additional support*
- *all Koorie students have an Individual Education Plan that is developed by their classroom teacher*

and monitored by our Assistant principal

- *Koorie students are supported to engage fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture*
- *all EAL students are supported to feel safe and included in our school. They each have an Individual Education Plan that is developed by their classroom teacher and monitored by our Assistant principal*
- *all students in Out of Home Care are supported in accordance with the Department's policy on [Supporting students in Out of Home Care](#), including being appointed a Learning Mentor, having an Individual Education Plan and a Student Support Group and being referred to Student Support Services for an Educational Needs Assessment*
- *students with a disability are supported to be able to engage fully in their learning and school activities in accordance with the Department's policy on [Students with Disability](#), such as through reasonable adjustments to support access to learning programs, consultation with families and where required, student support groups and individual education plans*
- *Students enrolled under the Department's [International Student Program](#) are supported in accordance with our legal obligations and Department policy and guidelines*
- *we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQ Student Support](#)*
- *Our Wellbeing Officer will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year*
- *staff will apply a trauma-informed approach to working with students who have experienced trauma*

Individual

Ballarat Primary School (Dana St) implements a range of strategies that support and promote individual engagement. These can include:

- *building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances*
- *meeting with student and their parent/carer to talk about how best to help the student engage with school*
- *developing an Individual Learning Plan and/or a Behaviour Support Plan*
- *considering if any environmental changes need to be made, for example changing the classroom set up*
- *referring the student to:*
 - *school-based wellbeing supports*
 - *Student Support Services*
 - *Appropriate external supports such as council-based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst*
 - *Re-engagement programs such as Navigator*

Where necessary the school will support the student's family to engage by:

- *being responsive and sensitive to changes in the student's circumstances and health and wellbeing*
- *collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student*
- *monitoring individual student attendance and developing an Attendance Improvement Plan*

in collaboration with the student and their family

- *engage with our regional Koorie Education Support Officers*
- *running regular Student Support Group meetings for all students:*
 - *with a disability*
 - *in Out of Home Care*
 - *with other complex needs that require ongoing support and monitoring.*

4. Identifying students in need of support

Ballarat Primary School (Dana St) is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies that help identify students in need of support and enhance student

wellbeing. Ballarat Primary School (Dana St) will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- *personal, health and learning information gathered upon enrolment and while the student is enrolled*
- *attendance records*
- *academic performance*
- *observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation*
- *attendance, detention and suspension data*
- *engagement with families*
- *self-referrals or referrals from peers*

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- *participate fully in their education*
- *feel safe, secure and happy at school*
- *learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation*
- *express their ideas, feelings and concerns.*

Students have the responsibility to:

- *participate fully in their educational program*
- *display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community*
- *respect the right of others to learn.*

Students who may have a complaint or concern about something that has happened at school are

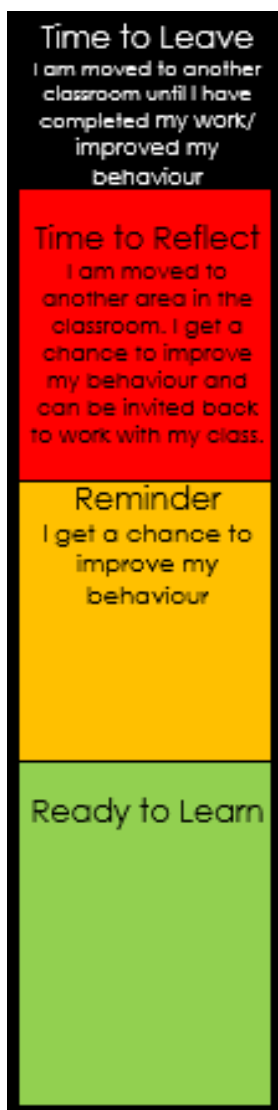
encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our Complaints Policy.

6. Student behavioural expectations and management

Behavioural expectations of students are grounded in our school's Statement of Values/ Student Code of Conduct. Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy. Bullying will be managed in accordance with our Bullying Prevention Policy.

When a student acts in breach of the behaviour standards of our school community, Ballarat Primary School (Dana St) will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.



WHOLE SCHOOL BEHAVIOUR MANAGEMENT SYSTEM

INCIDENTS WITHIN CLASS TIME

Each classroom and learning area will have a laminated traffic light poster that outlines each level of the lights. Student names are on laminated cards and will start each day on green- ready to learn.

At each stage after green, students have the opportunity to reflect and improve their behaviour, thereby working their way back to green.

- * Teachers are to arrange a time out room with another classroom, preferably not the same year level, so that students are not influenced by their peers.

- * It is the responsibility of the Specialist Teachers *and* classroom teachers to communicate regarding students who are on different levels of the Traffic Lights to the classroom teacher.

- * **Starting each session as a 'fresh start' will be decided by individual classroom teachers, however the same ruling needs to be used for all students in that class. Each new day MUST be a 'fresh start'**

- * PSD students and students with additional Behaviour Management Systems in place will continue with their Individualised Plans where appropriate.

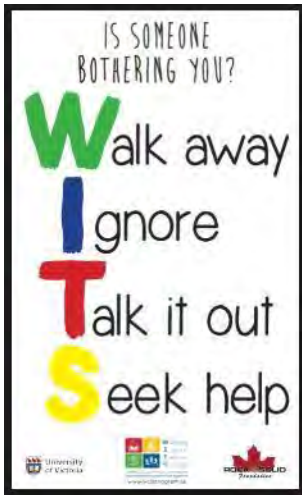
- *Where a teacher decides that a student should have time out of the playground to complete work/ as a consequence, the student should either remain in their classroom for up to half of the break with the teacher (Principal/Assistant Principal if necessary), or complete unfinished work outside near the classroom. Students may spend this area near the staffroom if unavoidable.

Assistant Principal will supervise the students if either of them has managed an issue and

deemed time inside is appropriate.

IN THE SCHOOL GROUNDS:

We encourage all of our students to use their WITS:



If students are not following our procedures or not behaving appropriately, the following steps will take place:

STEP 1: Warning

STEP 2: 'Time out' in yard with child directed to sit on a designated seat.

STEP 3: Removed from playground and followed up with Principal/ Assistant Principal

SEVERITY CLAUSE – all contexts

In the event of severe misbehaviour, a student will be immediately removed from the classroom and/ or playground with the support of Principal staff where necessary.

The Principal/ Assistant Principal will have a discussion with the student, explain consequences and consult with relevant teacher before the student re-enters the classroom or playground.

There are some behaviours that may incur more serious consequences, such as lunchtime detention:

- Deliberate defiance
- bullying (verbal, physical or cyber)
- causing harm to another student or adult
- damaging school property
- repetitive poor behaviour
- consistently behaving in such a way that interferes with the educational opportunities of other students

An individual behaviour plan will be developed for a student where required, in consultation with the class teacher, Principal/Assistant Principal and parents. The aim is to support changing behaviour, and ensure a safe and supportive environment for all members of our school community.

ICT Acceptable Use

Students sign an ACCEPTABLE Use agreement which details the expected use of technology within our school and school community.

Breaches of the rules will result in consequences, consistent with our Acceptable Use agreement, such as verbal warnings, suspension from using ICT and other classroom consequences.

Suspension, expulsion and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:

- <https://www2.education.vic.gov.au/pal/suspensions/policy>

- <https://www2.education.vic.gov.au/pal/expulsions/policy>
- <https://www2.education.vic.gov.au/pal/restraint-seclusion/policy>

In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training. The Principal of Ballarat Primary School (Dana Street) is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Corporal punishment is prohibited by law and will not be used in any circumstance at our school.

7. Engaging with families

Ballarat Primary School (Dana St) values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.
- facilitating whole school events and celebrations and actively inviting our entire school community to attend and participate

8. Evaluation

Ballarat Primary School (Dana St) will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school-based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21
- SOCS

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school’s website
- Included in staff induction processes
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

Our school will also ensure it follows the mandatory parent/carer notification requirements with respect to suspensions and expulsions outlined in the Department’s policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

FURTHER INFORMATION AND RESOURCES

The following Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care Students with Disability](#)
- [LGBTIQ Student Support Behaviour - Students Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

The following school policies are also relevant to this Student Wellbeing and Engagement Policy:

- Child Safety Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy,

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	Community via newsletter, Junior School Council, School Council
Approved by	Principal
Next scheduled review date	August 2026