

GENERAL

Carmichael College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of your children will always be our primary consideration.

Carmichael College is strongly committed to the care and well-being of students and staff and this section describes policies on Child Protection, Bullying and Harassment, Sun Protection and Code of Conduct.

The interests of the students are best served when home and school are **united** in their approach. Parents are therefore required to support the Policies and Guidelines of the College. Policies may be varied at any time, and will be communicated either by announcement at school assembly, publication in the school's newsletter, through daily notices to students, or on the College website.

We expect our students to show respect to our staff, volunteers, and their peers, and comply with safe practices. Employees must ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

PROTECTION FROM HARM

a) What is harm?

Queensland legislation defines harm as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. Harm can be caused by:

- > Physical, psychological or emotional abuse or neglect
- > Sexual abuse or exploitation
- > Domestic or family violence

b) How does the College try to prevent harm?

The Principal, and the Workplace Health & Safety Officer ensure that:

- > Staff understand and fulfil their obligations under the policies of the College
- > New staff provide an acceptable reference from their previous employer
- > Non-teaching staff and non-parent volunteers who have contact with children have a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian

c) How will the College help my child?

If the Principal receives a report of harm to your child, they will support the child by:

- > Responding rapidly and diligently to the report
- > Reassuring the student
- > Protecting the child's confidentiality as much as possible
- > Offering continuous support
- > Providing counselling if requested

d) What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or to any other College staff member.

e) What will happen next?

If you report your concerns to staff other than the Principal, staff will report it immediately to the Principal. If the complaint concerns the Principal then staff will report it to the Executive Director who is Chairman of the Carmichael Board. Any action that needs to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention will be handled confidentially within the College.

It will be reported to police immediately if the harm relates to sexual abuse; or to the Department of Families if appropriate; or it may be dealt with internally if the matter does not require mandatory reporting to an outside authority.

f) What about confidentiality?

It is our policy that confidentiality between the College and parents will be respected and any concerns raised by parents will not rebound adversely on their children. Thus knowledge of it will be limited to the Principal, the Executive Director and those directly involved.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

g) What should I do if I require more information?

The College's complete Child Protection Policy is available at Reception. Parents and students may access this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

BULLYING (INCLUDING CYBERBULLYING)

a) Definition

By definition, bullying is **repeated** oppression, psychological or physical, of a less powerful person or group by a more powerful person or group. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination. Bullying results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim.

In any form, bullying is not acceptable behaviour within Carmichael College because it is entirely contrary to the ideals of the school. In accordance with the school's behaviour plan, Carmichael College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

- > The belief that all students belong here (Resilience Rule 1)
- > Student respect and concern for others, of all races and creeds
- > Student responsibility for their own behaviour
- > Critical and effective thinking and problem solving skills in students
- > An environment that nurtures and promotes student self-worth.

b) Dealing with reports of bullying

The following steps are a guide to dealing with reports of bullying.

1. It is never acceptable to the College to turn a blind eye to bullying. If bullying is reported, staff will act immediately to ensure student safety.
2. A clear account of the incident will be recorded and given to the Principal or delegate.

3. The Principal or delegate will then work through the school's Bullying Prevention Policy.

c) Help for students

Students who have been bullied will be helped and supported by:

- > reassuring the student
- > offering support
- > providing encouragement to form and maintain friendships with non-bullying students
- > discovering why the student became involved
- > establishing the wrong doing and the need to change
- > enlisting the support of parents/caregivers to help change the behaviour and the attitude of the bullied student, and the bully, where appropriate

SUN PROTECTION

All students are required to wear suitable sun protective hats (see section on Uniforms) and sunscreen for all outdoor activities for all seasons, including winter. Sunscreen is provided by the College and kept in classrooms, and sports kits.

Where possible, events are organised outside peak UV radiation periods. Sun protection issues are included in the health curricula. Students are expected to wear hats when at school.

CODE OF CONDUCT

1. The purpose of the Carmichael College Behaviour Management Plan is to facilitate an environment which equips students for life in the world and eternity, by applying Biblical principles through excellent education in a distinctly Christian environment.
2. The Christian orientation of the College means that the responsibility of the students is to respect authority, be responsible and care for others.
3. Students are encouraged to participate in and contribute to the broader life of the College.
4. Students are expected to represent the College and its high standards of behaviour and dress at all times, including travel to and from school and when in public. Students must understand that their behaviour at all times impacts the reputation of the College and the Carmichael community. Behaviours that adversely affect the wellbeing of the community will be investigated and dealt with according to the behaviour management plan.
5. Standards of honesty, courtesy, modesty, and moral purity in word, action and language are to be maintained.
6. Students must remain in the grounds unless prior permission has been obtained from an approved College Officer. Primary students must be signed out by a parent or guardian when leaving before 3.00pm.
7. Students are expected to wear their uniforms consistent with the uniform policy.
8. Only clear nail polish and lip balm are permitted. No French nails.
9. Boys' hair. Faddish hairstyles including afro-style or untidy/unkept appearance are not acceptable. Ponytails are unacceptable. Generally hair should be evenly layered and neatly groomed. No tracks and no cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Hair should be of the student's own natural colour.
10. Girls' hair. Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair must be tied back neatly off the face and eyes using white, navy or maroon/ burgundy hair ties. Hair should be of the student's own natural hair colour.
11. Girls with pierced ears may wear only one plain sleeper or stud in each ear lobe and one signet ring only. Other visible body piercing or tattoos of any kind are unacceptable.
12. The appropriateness of uniforms and appearance is determined by the Principal and Staff.
13. Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principal or Staff immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must

be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College.

14. Clear contact lenses only are to be worn at school or at school events.
15. It is a criminal offence to use mobile phones to menace, harass or offend another person. This includes parents and students. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal. Students should note that, in extreme cases, the school will involve the police.

DETENTIONS AND SUSPENSIONS

- > The College will encourage students to respect the behaviour code.
- > Students who disrupt classes, breach school rules and/or display disrespectful behaviour will be dealt with according to the behaviour management plan.
- > Students will be transitioned through progressive levels of consequences if wrong behaviours continue, which may include detention, suspension or exclusion.
- > Any process involving suspension or exclusion will involve interaction with parents.
- > The Principal is the final arbiter on matters of behaviour management.

GRIEVANCE POLICY

Carmichael College takes seriously complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning a student or the child's teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the Principal.

HEALTH

a) Sick Students

If students are sick it is advisable to keep them at home. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.

b) First Aid

First Aid may be provided at school. In the cases of serious injury or illness parents will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

c) Infectious Diseases

Please be considerate of your child's friends and teachers. Illnesses in the following table spread quickly and easily through whole classes and families. Parents should ensure that children are appropriately vaccinated. This table should be read in conjunction with the 'time out' poster published by Qld Health (http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf).

| ILLNESS | EXCLUSION PERIOD |
|--------------------------|--|
| Chicken pox | At least 5 days after last eruption when all blisters have crusted |
| Diarrhoea | At least 24 hours without symptoms i.e. 24 hours from the last visit to the toilet |
| German measles (rubella) | At least 4 days from when rash appears |
| Measles | At least 4 days from when rash appears |

| ILLNESS | EXCLUSION PERIOD |
|----------------------------|--|
| Mumps | At least 9 days after onset of swelling |
| School sores (impetigo) | At least 24 hours on antibiotics |
| Whooping cough (pertussis) | At least 5 days on antibiotics or 21 days from the onset of coughing |

d) Medication

If children are ill enough to require medication, they should remain at home. If, however, a child is well enough to attend school but needs medication, then prescribed medication will only be administered by Carmichael College staff if:

1. Written authorisation is received from the child's parent and medical practitioner. Please complete the Student Medication Request Form available from the College Administration.
2. The medication is supplied in its original container clearly labelled by a pharmacist with the child's name.

Treatment for long-term conditions such as asthma, epilepsy, diabetes and mental health requires a medical plan from the child's medical practitioner or specialist detailing the medical condition of the child and how the condition is to be managed. This is an addition to the written authorisation for the administration of medication.

LATE SLIPS AND EARLY DEPARTURES

When a student arrives late or leaves early:

Students report to Administration. The student will be given a late slip and must hand it to their class teacher. If a student is being collected early, parents must sign their child out at administration prior to collecting the student from their classroom.

FRIENDSHIPS

Students are encouraged to make friends and be friendly to others. However, we have a "hands-off" policy that precludes outward displays of affection between students while at school or travelling to and from school and at school events.

LOST AND FOUND

The lost property table is located near the Music Room.

MOBILE PHONES AND ELECTRONIC DEVICES

Students should not bring mobile phones (or other personal electronic devices, i.e. iPad or other tablet etc.) to school. The school accepts no responsibility for students who lose or have their device stolen while at or in transit to/from school. Devices may be handed in at the office in the morning and collected in the afternoon. Students are not to use any devices to take photos or film, without teacher permission related to the learning activity. Student device use must adhere to the Student Acceptable Use Policy, whereby device use is strictly for teacher-specified educational purposes only. Access to the school network (wi-fi, internet, printers, etc.) is through the school firewall on school-owned devices, to maintain a safe environment for students.

SOCIAL NETWORKING – ELECTRONIC MEDIA

It is a condition of enrolment or continued enrolment at Carmichael College that students adhere to the following boundaries in regard to social networking sites and electronic media:

- > Students must demonstrate respect for others and their school.

- > Students must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Carmichael College student or staff with perceived negative intent, or undermines the name and/or good work of the school.
- > Students must not upload to the Web photos or videos taken on the College campus, or which identify the College in any way without the permission of the Principal.

INTERNET SAFETY TIPS FOR PARENTS

Here are some safety tips from www.cybersmartkids.com.au:

- > Spend time online with your kids. Check out good sites together.
- > Help your kids use the Internet as an effective research tool.
- > Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give to others and where they can go online.
- > Put the Internet computer in a visible area of the home, such as the living room, rather than a child's bedroom.
- > Talk to your kids about their Internet experiences, the good and the bad. Let them know it is okay to tell you if they come across something that worries them. (It doesn't mean that they're going to get into trouble.)
- > Teach your kids that there are ways they can deal with disturbing material – they should not respond if someone says something inappropriate and they should immediately exit any site if they feel uncomfortable or worried.
- > Teach children that information on the Internet is not always reliable.
- > Encourage children to treat others in the same way they should in real life by giving them understanding of netiquette.
- > Know the best ways of avoiding SPAM.
- > Consider using filters, labels and safe zones.

MONEY AND VALUABLES

Students must not bring large sums of money or other items of value to school. If, however, it is necessary, any money or valuable item(s) should be left in safekeeping with Administration. They can be collected at the end of the school day. The school accepts no responsibility for loss of money and/or valuables or damage to same. Wallets should not be left in school bags or lockers.

Electronic devices such as portable cd players, iPods, mp3s and mp4s, cameras etc. should not be brought to school and if found will be confiscated and returned at a later date.

Cameras are not to be brought to school. Where students are required to take photographs for field reports the school will supply one of its own cameras for student use and will be used under teacher supervision.

STUDENT TRAVEL TO AND FROM SCHOOL

a) Internal Road Safety

Parents are asked to observe the speed limits (15kph) posted on the College internal roads.

Special care is required where pedestrians and vehicles may use the same area or where children may cross internal roads.

Children accessing on site car parks, must remain with parents/care providers at all times. There are no median strips available apart from the Drop and Go zone.

b) Student Cycling

Students may cycle to school provided they are competent riders, their bicycles are in safe working condition, they wear appropriate bicycle helmets and are accompanied by an adult. Oakey Flat Road is a 60/80kph zone. Students should dismount when crossing all roads. Students must abide by road rules, and dismount once in the school grounds.

d) Bus Transport

Carmichael College operates a shuttle bus for siblings that attend Mueller College Secondary Campus.

VISITORS

For security and Workplace Health and Safety reasons, all visitors to the school must first report to the College Administration. After permission is obtained, a register detailing the name and reason for the visit must be signed. A visitor badge will be issued and returned to Reception before leaving the school.

DOGS

No dogs are permitted on the campus other than registered assistance dogs (in consultation with the Principal and Board Chair).