



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Student Wellbeing and Management Policy

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Preamble

This Students Wellbeing and Management Policy has been developed in the light of the Mission and Values Statement of Whitefriars College, in which we seek to live by and teach those values which the Catholic Church upholds and to celebrate our Catholic identity in the Carmelite Tradition. The College seeks staff who will be supportive of our faith community and be involved in the celebration of that community. It promotes a spirit of mutual trust and respects the gifts of others. It honours the contributions which each individual makes to the enrichment of the community. The College also values a diverse community in which the contribution of each individual is encouraged, valued and respected. Whitefriars aims to develop and maintain a school community that is committed to the ethos of the College.

Purpose

Whitefriars College is a place where students learn to live and grow as members of a caring, Christian and Carmelite community. The College strives to develop gentle young men who are essentially happy with themselves, and who relate well to others. Our community fosters values that encourages each student to respect themselves as individuals, and to respect differences in others.

The policy is in light of the Mission and Value Statement, whereby the College:

- Is a Catholic College that reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ;
- Provides a Catholic Education for boys where excellence is valued and all are challenged to achieve their best.
- Assists them to take their place in a contemporary and global society as valued individuals, alive with the wisdom of the Gospel; and
- Aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice.

Our students need to feel safe. We also seek to instil in them respect for others, their belongings, the College environment (buildings and grounds) and public property.

We believe that our young men need help and guidance in developing attitudes and skills to equip them for life beyond school. We want our students to develop assertiveness, self-confidence, self-esteem, self-reliance and self-discipline. We promote their development in a range of skills, including social, conflict resolution, decision-making, study, goal setting and leadership. We aim to enhance their capacity for reflection, their appreciation of the spiritual dimension of their lives, and their awareness of, and commitment to, their faith.

We want our students to feel a sense of self-worth, of belonging and of community. We would like them to experience forgiveness as well as affirmation. We aim to empower our students to develop a sense of responsibility and be of service to others, in the College and the wider community.

We offer assistance to students with diverse needs. We endeavour to identify students at risk and to provide appropriate support and/or programs. We aim to provide care for young people involving the College, family and the wider community.

We aim to teach our students to live with compassion, a sensitivity to the needs of others, a sense of justice, a sense of honesty and integrity, a gentleness of spirit and, most importantly, a sense of God in their everyday lives.

Scope

This policy applies to all Whitefriars College students. It helps students understand what is expected of them and promotes a safe, positive and happy learning environment.

Duty of Care

At Whitefriars College, all students will be afforded a duty of care. The College acknowledges that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.

The duty of care owed to students includes:

- Reasonable measures to protect them from reasonably foreseeable risks of injury
- Taking reasonable care that any students (and other person) on the premises will not be injured or damaged by the reason of the state of the premises or things done or omitted to be done in relation to the state of the premises
- Preventing the abuse of a child by an individual associated with the College while the child is under the care, supervision or authority of the College
- When it may be necessary to use restrictive interventions to protect the safety of a student and members of the school community
- Managing student wellbeing, including:
 - ✓ anti-bullying and harassment, including cyber bullying
 - ✓ appropriate arrangements for on-site supervision of students
 - ✓ appropriate arrangements for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location
 - ✓ ensuring the safety and welfare of students learning with another provider (when the school contracts with another school, a registered training organisation or an organisation not registered as an education or training provider)
 - ✓ arrangements for ill students
 - ✓ accident and incident register
 - ✓ first aid
 - ✓ distributing medicine
 - ✓ internet use
- Managing complaints and grievances including policies and procedures:
 - ✓ ensure procedural fairness
 - ✓ are accessible to the school community and are consistent with the school's enrolment agreement.
- Records student medical conditions and management, or a pro forma for a school applying to register
- Emergency management plan which will be updated as required, reviewed at least annually and immediately after any significant incident.

Pastoral Care and Wellbeing

Pastoral Care at the College has both formal and informal dimensions, involving a range of programs and caring relationships, which embrace staff, students, parents/guardians and the wider community.

Relationships and programs aim to encourage moral, spiritual, intellectual, emotional, physical and social development. They promote the development of self-esteem, a sense of belonging, independence, initiative and responsibility in each individual. They enhance the development of social and leadership skills and social awareness.

Pastoral Care is evident in all aspects of College life, particularly in relationships between staff, students and parents/guardians. It is promoted through the College Pastoral programs and structures, academic curriculum, assessment and reporting procedures, student welfare practices, counselling services and careers / vocational guidance provisions.

Student Expectations

Whitefriars College students are expected to conduct themselves in a courteous manner that reflects the Carmelite ethos.

In promoting a strong sense of community at the College, we place great emphasis on the responsibility of each member towards the other members of the community and the importance of contributing towards the common good.

If a student is not meeting these expectations of the College, he will be subject to corrective action. In all these cases, procedural fairness will be afforded all students.

We have definite expectations of our students within particular areas:

General Attitude and Behaviour:

- that a student's attitude and behaviour is at all times helpful and considerate of others;
- that students are courteous and respectful to fellow students, teachers and other College staff, and to all visitors;
- that students comply with the instructions or requests of teachers or other College staff.

Attendance and Punctuality:

- that a student arrives punctually at the College each day and attends all scheduled classes with all required resources.

Learning and Classroom Behaviour:

- students must complete tasks set in class and for homework;
- they will challenge themselves in their learning to achieve their best;
- that they respect the right of other students to learn and teachers to teach.

Respect:

- that students respect the differences of others and pursue tolerance, understanding and acceptance.

Honesty and Property

Honesty and trust are, of course, essential in a College community. We expect our students to:

- uphold the values of honesty and trust;
- respect the person and property of fellow students;
- respect College property and public property;
- respect the College environment.

Appearance

Whitefriars expects students will wear their College uniform and sports uniform with pride. Students are therefore expected to be neat, clean and tidy in appearance at all times. Students who are untidily or inappropriately dressed will be expected to remedy this situation without delay.

Should a student be temporarily unable to wear an item of College uniform he must provide his Pastoral Care Teacher with a note of explanation. Only in exceptional circumstances will an exemption be made.

Uniform

Academic Uniform:

- The academic uniform is compulsory for all students and must be worn to and from school, on campus and to all College-related activities unless otherwise advised.
- The College blazer must be worn by all students to and from school in Term 2 and 3, unless specifically advised otherwise.
- The College tracksuit top is not allowed to be worn with the academic uniform.
- In Term 1 and 4, students may travel to and from school with the shirt as the outer garment but not the jumper. It is not an alternative to the blazer.
- Black, leather, lace up school shoes are the only shoes permitted to be worn with the academic uniform. Black sneakers or boots are not permitted.
- Students are not permitted to wear beanies or any other garment with their school uniform that is not part of the sport or academic uniform.
- When attending excursions etc., students are expected to wear full academic uniform unless otherwise specified on the information sent home to parents/guardians.

P.E. and Sports Uniform:

- On sports days, the Whitefriars sports uniform must be worn, including to and from the College.
- Parents/guardians of students in ACC sports teams will be advised by their son's coach of any additional or special sports uniform requirements.
- During Terms 1 and 4 students are required to wear a College cap or hat during all P.E. and Sport classes.
- If a student is unable to participate in P.E. or sport a note must be provided by their parents/guardians.

Hair

- A student's face must be clean shaven each day. Failure to comply with this rule will result in students being sent to First Aid to shave.
- Students' hair must be clean and neat.
- Hair must be short enough to be well clear of the collar and the eyes and off the face. Tying hair back is not permitted.
- Hair must be their natural colour.
- Extreme hairstyles are not permitted. These include, but are not restricted to tails, mohawks, undercutting and extreme shaved sections.

- All haircuts must be no shorter than a No. 2 (clipper blade) cut. Students who fail to comply must rectify the situation immediately, otherwise they will be suspended from classes until the matter is resolved.

Decisions regarding the extreme nature of hairstyles and the suitability and consistency of hairstyles/haircuts remain at the discretion of the College with the final decision resting with the Deputy Principal - Students.

Jewellery

- With the exception of items of religious significance, no jewellery is to be worn by students either at the College or on the way to and from the College.
- In particular, the wearing of any piercings (this includes facial and tongue piercings, clear plugs, rods or any other clear dressing, earrings, studs or sleepers) is not permitted.
- It is not acceptable to cover such items with a Band-Aid or other dressings. Students found wearing jewellery will need to remove it and may be suspended from classes if they do not comply.

Lockers

Each student is allocated a locker and is provided with a combination lock. He is expected to store his belongings in the locker and keep it clean. Bags or backpacks must also be stored in the locker as students are not allowed to take them to class or leave them anywhere around the school grounds. Students may only go to their lockers before school, during recess, during lunchtime, or after school, or when obtaining or returning Physical Education clothing. They are not to go to their lockers during or between classes unless advised by a staff member.

As the locker remains the property of the College, it may be opened by College staff if required. Similarly, if there are reasonable grounds to suspect that a student's bag or backpack contains prohibited or stolen items he may be asked to open it for inspection by College staff.

Money and Valuables

Students should take care with and are responsible for all personal property, and particularly items of value (e.g. musical instruments, calculators, electronic devices or cash/cards). The College is not responsible for the loss or damage of any personal property.

Buses

College regulations must be observed with respect to behaviour on buses. Students are reminded that the reputation of the College travels with them each day and rests upon their actions. Any misbehaviour on the buses may lead to students losing their privilege of using the bus and other sanctions as per the 'Consequences of Inappropriate Behaviour' section of the policy. Should a disturbance occur, students are not required to act, however a teacher should be informed as soon as possible. Damage to buses may result in students being billed for the damage by the individual bus company.

Issues that arise from the buses will be dealt with by the Bus and Assistant Bus Coordinator who will work in conjunction with the House Leader to resolve them.

Environment

Whitefriars is very fortunate to have an environment that has a high degree of ecological, educational, recreational and aesthetic value. It is intended to make everyone aware of their responsibility to the environment. Whitefriars College aims to:

- make all members of the College community more aware of the environmental issues that exist at Whitefriars College;
- foster a concern for the environment;
- create opportunities for all members of the College Community to be actively involved in protecting and enhancing the environment;
- ensure that the diversity of local flora and fauna is maintained and enhanced;
- encourage the efficient and sustainable use of resources;
- reduce the various forms of pollution;

Students are expected to care for the local environment by placing all litter in bins, protecting the natural and built environment and conserving resources.

School Property

Classrooms are locked during recess and lunch. Students are not permitted to access rooms due to no allocated supervision.

Preparation rooms adjacent to laboratories are used to store potentially dangerous chemicals and equipment. Students are not permitted to enter these areas.

Fire extinguishers and hydrants may only be used for actually extinguishing fires. They must not be touched at any other times. Blinds may only be operated by students who are under the direction of a member of staff. College property which is borrowed, for example, library books, must be returned within the time specified or the replacement costs paid.

A student who damages College property is required to report the matter to his Pastoral Care Teacher or House Leader immediately. If the damage is caused wilfully, or as a result of irresponsible behaviour, the student will be held responsible for its repair or replacement.

Driving to School

Students wishing to drive to school or school related activity complete a 'Permission to Drive' contract available at Student Reception. This contract needs to be signed by a parent/guardian, student, House Leader, Director Senior Years and Deputy Principal – Students. If a student wishes to carry a passenger, this information must be included on the contract. They too must complete a permission form available from Student Reception and it must also be signed by the student's

parent/guardian. Only students who have parental permission can be a passenger and only of the nominated vehicle on the permission form.

Out of Bounds Areas

For health and safety reasons, students are not permitted in a number of areas unless directed by and/or under the supervision of a member of staff. These areas include: staff and public bus carpark, outside the perimeter fencing especially the areas leading down to the wetlands, the Mullum Mullum Creek and maintenance area.

First Aid and Medication

Students who are sick or injured need to report to the First-Aid Room. If there is no person in attendance, students should report to Student Reception. Students are not to contact their parents/guardians directly. If a student is to be sent home, the First-Aid person on duty will contact one of the student's parents/guardians or, if necessary, the nominated emergency contact person, to arrange for the student to be collected from the College. In the case of severe injury, or a situation requiring immediate medical attention beyond First-Aid, an ambulance will be called. Every effort will be made to contact a parent/guardian or the emergency contact person immediately.

Students may need to bring prescribed medication to school if it is necessary to be taken during the school day. Medicines must be stored in the First-Aid Room, and not in student lockers or elsewhere in the College. Exceptions to these are medication for asthma, student-carried EpiPens, insulin for diabetes and other medication at the discretion of the Principal or delegate following discussion with the parents/guardians. College staff, including volunteer first-aiders, will not dispense any medication to a student without the written consent of either his parent/guardian or the nominated emergency contact person. Medication could be dispensed as a one-off with verbal authority from the parent/guardian if a student has had it before, but written permission is required to dispense it repeatedly.

Lost Property

Students are encouraged to look after their belongings carefully, and especially ensure that all their belongings are **marked clearly with their name**. Anyone finding clothing, articles, money or valuables belonging to another student is requested to hand them in at Student Reception. Students will be emailed to collect their belongings; if they don't do this in a timely manner the belongings will be sent to Lost Property next to the Canteen.

Canteen

The College canteen is staffed daily by volunteer parents. Respect for, and appreciation of, these parents' contributions should be evident from the courtesy with which they are addressed.

All students requiring service are to line up in an orderly manner inside the barriers, facing the counter. Noise should be kept to a minimum.

Deliveries

Under no circumstances is a student to order food to be delivered to the campus (or outside the campus) – Uber Eats etc. This poses a safety risk when unknown people come onto school grounds or students interact with delivery people. This practice also contravenes the Child Safety Standards. Friday detentions will be issued by the House Leaders for non-compliance.

Off Campus Activities

We expect students to abide by the rules of the College and behave appropriately when travelling to and from the College or on any College activity. Unacceptable behaviour, including that which could damage the reputation of the College in the wider community, will not be tolerated. If student behaviour is unacceptable, they may be sent home at the discretion of staff, at their parents/guardians' expense or parents/guardians will be asked to collect them from the venue and significant sanctions will also apply. Dress standards appropriate to the occasion are communicated to the students and must be strictly observed.

College functions do NOT include any private parties prior or subsequent to those functions; the responsibility for which rests entirely with parents/guardians.

Referral to Student Reception

Any student behaviour that threatens the safety of students or staff, or which significantly interferes with the right of other students to learn or of teachers to teach, is unacceptable and may warrant immediate removal from the classroom or learning area and referral to Student Reception. If a student is sent from class to Student Reception, depending on the circumstances, he will face a range of consequences. Refer to **Consequences of Inappropriate Behaviour** for potential consequences.

Illegal or Banned Articles or Substances

The following items are not permitted:

- any illegal, dangerous or offensive article or material to the College; or
- any article or substance deemed unsuitable to the College

Unacceptable behaviour in this area includes (but is not restricted to) being in possession of chewing gum, liquid paper, pornographic material, lighters, matches, cans of spray adhesive, laser pointers, knives, weapons of any description.

Electronic Devices

Mobile Phones

Whitefriars College understands that mobile phones are an integral part of society and perform many important functions. Our mobile phone policy is a positive, pro-active approach to support our students in appropriate mobile phone use, based on the views of the school community.

Within the classroom, mobile phone use will be allowed for educationally-relevant purposes when directed and monitored by a teacher.

Outside the classroom, mobile phone use will be restricted. Our aim is to promote genuine, healthy, active social interaction and engagement outside the classroom during the school day. Issues such as mobile phone over-reliance and addiction, the negative impacts of mobile phone use on student interaction and wellbeing, and increased passivity during break times are significant concerns that have informed this policy.

Therefore, Whitefriars College seeks to assist students in moderating and managing their use of mobile phone technology.

As such:

- Mobile phones must remain out of sight and switched off during school hours (8.40am-3.12pm). This includes during recess and lunchtime, in between classes, as well as the Library/Study Hall and during class time.
- Mobile phones can only be used in the classroom by students when given explicit permission from the teacher for a teacher directed learning activity.
- If the matter is urgent, students can contact their parents/guardians during the day by using the phone at Student Reception.
- Parents/guardians are requested not to send messages or call their son during school hours and to direct all communication to Student Reception.

Consequences

First breach – Student’s mobile phone will be confiscated and locked in a secure location at Student Reception and can be collected at the end of the school day.

Second breach – Student’s mobile phone will be confiscated and locked in a secure location at Student Reception and can be collected at the end of the school day. A Friday after school detention will be issued.

Third breach – Student’s mobile phone will be confiscated and locked in a secure location at Student Reception. Mobile phone must be collected by the student’s parent/guardian. A Friday after school detention will be issued.

Any subsequent breaches will be dealt with in line with College guidelines regarding repeated failure to comply with expectations.

Students who do not comply with the instructions of a staff member at the time of the breach will be referred to their House Leader, and appropriate consequences will be issued for that behaviour.

N.B. Consequences will apply for breaches in any one semester.

Gaming Consoles

Gaming consoles (including accessories) of any description are not permitted to be used at school. This includes, but is not restricted to, classrooms, Library, Study Hall and the school yard.

Headphones/Ear Pieces

The wearing of headphones, ear pieces, headsets, earpods, airpods, receivers or any other audio device is not in line with aims of the College to promote positive social interaction, focus and concentration on academic studies and acute awareness of the world around us. Also, research suggests that prolonged use of these devices can cause harm to a person's hearing. Therefore:

- Students are not permitted to wear any of these items during school hours in their scheduled classes, at recess or lunch unless given explicit permission from the teacher for a teacher directed learning activity.
- If these expectations are breached, students can expect to be told to put the devices away and a lunchtime detention issued, or have their devices confiscated by the classroom teacher or a member of staff.

Students who argue with staff members about electronic devices will be referred the relevant House Leader and/or Deputy Principal – Students.

Drugs and Smoking

Whilst the College's student welfare and discipline measures are supportive and aim to provide care for individual students, drug use will involve both College and legal consequences, particularly regarding trafficking in and/or possession of drugs. Members of the College community are subject to these laws both on and off campus and as citizens of the state are bound to uphold the law. Whitefriars College is smoke free.

For the purposes of this policy, a drug is defined as "any substance which, when taken into the body, alters its function physiologically and/or behaviourally". This includes both legal and illegal drugs, e.g. alcohol, amphetamines, analgesics, cannabis, tobacco etc. The policy also includes solvents and volatile substances, e.g. glue, petrol, butane gas etc.

Whitefriars College does not permit a student to:

- possess or smoke tobacco products
- possess or consume alcohol
- possess or deliberately inhale solvents

- possess or use drugs not prescribed for them
- possess or use illegal drugs
 - anywhere on the College premises or
 - at a VET/TAFE placement or
 - while travelling to or from the College or
 - on any official College activity.

If a staff member suspects that a student is using drugs or is suffering from the effects of using drugs inappropriately, (s)he should inform either the student's Pastoral Care Teacher, House Leader, Deputy Principal or a College Psychologist of such suspicions as soon as possible.

If a staff member finds a student using drugs or observes that a student is suffering from the effects of using drugs (s)he should take the following action:

- remain calm
- ascertain, if possible, the following facts:
 - the type of drug taken
 - how it was taken
 - how much was taken
 - whether the student has any past experience with the drug
 - the situation in which the student took the drug
 - whether more than one type of drug was taken

If the student appears to be under the influence of alcohol or some other drug the staff member should be calm and non-threatening while making it clear that the intent of any question is to ensure the student's wellbeing and safety:

- take appropriate safety precautions to ensure the safety of the student and others involved (e.g. summon first aid, isolate the student, confiscate any drugs etc.);
- seek assistance as quickly as possible and by whatever means are most appropriate (remember that 9872 8333 -or extension 333- is the emergency number at the College);
- inform the Deputy Principal - Students or relevant House Leader as quickly as possible;
- document the incident as soon as possible

If the incident occurs off campus, the staff member should take whatever action is required to ensure the safety of the student and others and to seek assistance as quickly as possible.

Under normal circumstances the College Counsellor/Psychologist will consult with the student's parent(s)/guardian(s), Deputy Principal - Students and Principal with regard to further counselling or referral.

Once a student is reported to the Deputy Principal – Students, responsibility for further action rests with the Deputy Principal - Students who will, after consultation with the relevant staff and, where

appropriate, the student's parent(s)/guardian(s), make recommendations to the Principal regarding appropriate consequences.

In the final analysis, responsibility for all decisions regarding consequences for students rests with the Principal.

Refer to the **Consequences of Inappropriate Behaviour** section for further information.

Harassment and Bullying

All members of the College community must be treated with dignity and respect at all times. Harassment is not permitted at the College and students must take positive steps to avoid hurting others.

Harassment, including discrimination, is behaviour that targets an individual or group due to (but not restricted to) their:

- identity, race, culture or ethnic origin
- religion
- physical characteristics
- gender
- sexual orientation
- marital, parenting or economic status
- age
- ability or disability.

It offends, humiliates, intimidates or creates a hostile environment. It may be:

- an ongoing pattern of behaviour or a single act;
- directed randomly or towards the same person(s);
- intentional or unintentional.

Some examples of harassment include where students:

- ridicule someone who doesn't speak English;
- tease someone who wears different clothes due to religion/beliefs;
- make suggestive comments or insults based on sexual conduct;
- make fun of someone who needs a wheelchair or walking frame for mobility;
- put down someone who is obese or very thin;
- tell offensive jokes deliberately to put down a particular societal group.

Bullying is a particularly unacceptable form of harassment that will not be tolerated at the College. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be

repeated, over time (for example, through sharing of digital records). A student who bullies others may:

- repeatedly tease, imitate or make fun of the same targets;
- feel the need to dominate or control others;
- repeatedly exclude or ignore the same target;
- whisper behind their backs on a frequent basis.

Bullying can take a number of forms:

- physical - including punching, hitting, shoving kicking, kneeling, obstructing, standing over;
- gesture - including pointing, staring, making signs, sneering;
- verbal - including calling names, threatening, taunting, ridiculing, insulting;
- psychological - including threatening, intimidating, extorting, excluding;
- sexual - including touching or brushing against in a sexual manner, making sexual comments.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements;
- not liking someone or a single act of social rejection;
- one-off acts of meanness or spite;
- single incidents of aggression, intimidation or violence.

However, the above conflicts will still be addressed and resolved.

Discrimination of any kind is a form of bullying. Discrimination occurs when people are repeatedly treated less favourably than others. Some examples of discrimination include where students:

- exclude students of a different culture from a friendship group;
- don't let students of a different race sit near them;
- refuse to include a student with a disability in their game.

Discrimination interferes with the legal right of all people to be treated fairly and have the same opportunities as everyone else.

Refer to next section for cyberbullying.

Sexual Harassment

Under the Victorian Equal Opportunity Act (1984) and the Commonwealth Sex Discrimination Act (1984) sexual harassment is illegal. Sexual harassment is defined as "an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated."

Whitefriars College considers sexual harassment an unacceptable form of behaviour that will not be tolerated within the College under any circumstances. All members of the College community have the right to work and study in an environment which is free of sexual harassment and all members of the public who have contact with the College should do so free from this form of behaviour.

If any student is subjected to bullying or becomes aware of any instance of bullying, he should talk about it with a parent/guardian or to a teacher at the College. The matter will be investigated discreetly and appropriate action taken where required.

If a student is reported for bullying another student, the College Psychologist and/or relevant House Leader will determine an appropriate approach for each situation. These may include:

- Staff Mediation: House Leader will mediate between the students involved.
- Sanction as per 'Consequences for Inappropriate Behaviour'
- Counsellor: Students who are bullied or who bully others may be referred to the College Psychologist for specific counselling, e.g. assertiveness training, strategies for coping with bullying, dealing with anger
- Outside referral: Where appropriate students may be referred to an outside agency to gain specialised counselling.

Cyberbullying

Whitefriars College will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, whilst minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment but also to address the need of students and other members of the College community to receive education about the safe and responsible use of present and developing information and communication technologies.

Neither the College's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours, via any application) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others (Belsey, 2007).

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, demeaning, intimidating or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text and voice messages, pictures, images, videos, or any form of web site posting. It includes the publication of material that is false, misleading or defamatory, the forwarding of private emails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person, impersonating someone else online, as well as sending sexually explicit images ('sexting') or intentionally excluding someone from an online group. It also includes repeated hang up calls.

College community members who feel that they have been the victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. They should then report the incident to a member of the College staff. All reports of cyberbullying will be investigated fully and may result in a notification to Police where the school is legally obliged to do so. Furthermore, The Office of the Safety Commissioner (<https://www.esafety.gov.au>) is a valuable resource which includes providing:

- a complaints service for young Australians who experience serious cyberbullying
- identifying and removing illegal online content
- tackling image-based abuse.

This policy and procedures is to be read in conjunction with the Social Media section within this policy and the Computer Use and Electronic Communication policies and procedures.

Violence

Violence is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm, injury or in some cases death. It may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time.

Some examples of violence include:

- throwing items
- pushing
- grabbing
- kicking
- biting
- spitting
- hitting with fists
- using a sharp instrument
- hitting with an object
- pulling hair.

Students at Risk

“Students at risk” refer to students who have or may develop noticeable academic, behavioural, emotional, physical and/or social difficulties. These difficulties may affect their ability to develop and reach their full potential during their adolescence and lead to incomplete secondary education leaving them further at risk in early adulthood.

A student may be identified as being “at risk” by any member of the College community. Due to the nature and frequency of contact that teachers have with students, they are well placed to monitor their students’ academic, behavioural, emotional and/or social status as well as notice changes in these areas.

If a teacher becomes concerned about a student’s functioning and/or progress in any of the aforementioned areas they should report their concerns to the student’s Pastoral Care Teacher who will then report issues to the student’s House Leader if required. If this occurs, in collaboration the student’s Pastoral Care Teacher and House Leader should gather as much information as possible about the student.

A course of action should then be decided upon by the House Leader and Pastoral Care Teacher. This might include one or more of the following:

- A discussion with the student;
- Behavioural and/or academic monitoring for a specified time;
- Contact with parents/guardians;
- Referral to the Learning Diversity Team and/or College Psychologist.

If the difficulty appears to be primarily of an academic nature a referral to Learning Diversity Staff is recommended. On receiving this referral the Learning Diversity staff may do one or more of the following:

- Collect information regarding the student’s past educational history including the results of any previous assessment;
- Recommend that the student’s auditory and/or visual abilities are formally assessed;
- Undertake academic assessment of the student;
- Refer the student for cognitive assessment;
- Refer the student to a College Psychologist where academic difficulties are accompanied by other behavioural, social/emotional issues.

If the student’s difficulties appear to be primarily of a behavioural and/or social/emotional nature, a referral to a College Psychologist is recommended. On receiving a referral, the College Psychologist will do one or more of the following to support the student:

- Set up regular counselling sessions for the student;
- Make contact with parents/guardians to collect further information and provide them with strategies and support;
- Refer the student and/or their parents/guardians to external agencies and professionals;
- Conduct standardised assessment of the student’s cognitive, behavioural functioning and/or other personal attributes.

- Refer the student to Learning Diversity staff where behavioural, social/emotional issues are accompanied by learning issues.

Whilst observing the student's right to confidentiality, information necessary to ensure that the student's needs are optimally met should be provided to all appropriate personnel by either Learning Diversity staff and/or a Psychologist. This might involve the provision of guidance to relevant teachers regarding how to best manage the student's behaviour in the classroom and/or how to best meet the learning needs of the student. Information might be shared and progress monitored via formal means (i.e. meetings) and/or informal means (i.e. e-mails, memos). While it is expected that either the Learning Diversity staff and/or College Psychologist will generally initiate such communication, other staff involved with the student are encouraged to keep specialist staff informed about developments where the student is concerned and request guidance whenever required.

Psychological Services at Whitefriars College

This section is informed by the following publications;

Australian Psychological Society (2007). *Code of Ethics*.

Australian Psychological Society (2016). *Framework for the Effective Delivery of School Psychological Services*.

Australian Psychological Society (2014). *Ethical Guidelines for Working with Young People*.

Role of the College Psychologists at Whitefriars College

The College Psychologists' roles are to support students to reach their academic potential, maintain psychological health, as well as social and emotional wellbeing using valid, reliable and scientifically supported methods during consultations at school.

The College Psychologists endeavour to work in a consultative, resourceful and supportive manner with parents/guardians, teachers, school administrators and external health service providers. The College Psychologists always work with the primary purpose of achieving the best outcome for students.

Qualifications of the College Psychologists

The Psychologists at Whitefriars College have all completed a Master's degree in Educational and Developmental Psychology and are registered with the Psychology Board of Australia (PsyBA) which operates under the Australian Health Practitioners Regulation Agency (AHPRA).

Activities

Individual Student Counselling

A significant portion of the work of the College Psychologists is individual student counselling. Students can be referred to the Counselling Service in a number of ways:

- a) Self-referral
- b) Referral by their House Leader and/or International Student Program Leader
- c) Parent-initiated referral

Where students are referred by parents/guardians or House Leader, it is preferable that the referral has been discussed with the student directly and it has been established that the student is willing to attend counselling. Voluntary attendance typically results in better outcomes and student awareness of the voluntary nature of counselling is part of informed consent. Student counselling sessions are confidential, however, College Psychologists aim to work collaboratively with teaching staff and parents/guardians where possible. The limits to confidentiality and parental consent are outlined below (see section on Confidentiality).

College Psychologists utilise a range of evidence based techniques in their practice with students, with a particular emphasis on Cognitive-Behavioural Therapy, Strengths based and Solution-Focussed Therapy.

Some of the areas in which the College Psychologists assist students include:

- Stress Management
- Relaxation and Mindfulness Skills
- Anxiety
- Depression
- Risk assessment (e.g. Self-harm)
- Social Development
- Self - Concept/Esteem Development
- Friendship Problems
- Anger Management
- Relationship Issues
- Study Techniques
- Examination Techniques
- Setting Goals
- Time Management
- Self-Motivation
- Problem-Solving Techniques
- Bereavement and Grief

Small Group Programs

Depending on need, the College Psychologists may run small group programs for targeted groups of students at different times. The programs employed are selected for their relevance and strong evidence base. In order to run such programs, the College Psychologists have attended specialised training in the program's delivery and implementation.

Prior to commencing in a program, potential participants are carefully selected based on their suitability and parents/guardians will be notified regarding their son's participation.

Assessment

The College Psychologists can administer cognitive assessments for the purposes of:

- Special Examination Arrangements applications
- Applications for funding through the Catholic Education Office

Please be advised that parents/guardians may be asked to seek these services externally depending on the availability of resources. Parent/guardian consent is required for such assessments to be administered.

Information

The College Psychologists provide information to students, parents/guardians and staff on a range of welfare related issues. This may involve presenting to classes, year levels and at staff meetings on topics relevant to wellbeing and mental health.

External Referral and Liaison

To ensure students' needs are optimally met, a referral to a relevant external professional for further assessment and/or intervention may be made by the College Psychologists in consultation with the student and the student's parents/guardians. Such professionals may include a GP, Paediatrician, Child and Adolescent Psychiatrist, Occupational Therapist, Speech Pathologist or Audiologist.

There are also times when referrals to external private psychologists are made. This occurs where there is a need for family based intervention and/or where a student presents with serious clinical and/or developmental issues that require more frequent and ongoing intervention. In such cases, the College Psychologists may act as a school-based support when required with the expectation that the student's primary treating practitioner is the external mental health provider.

The College Psychologists can recommend professionals and can provide parents/guardians with a letter outlining the reasons for the referral. With consent, the College Psychologists are also able to liaise with external professionals about student progress and supports that would be of benefit at school.

Where a student has been at moderate to high risk of self – harm and may have had a period of absence from school and been under the care of external providers, there is an expectation that prior to the student's return there will be a return to school meeting which includes contact between the student's primary treating professional and one of the College Psychologists. A meeting of the parents/guardians, the student's House Leader, Pastoral Care Teacher, Deputy Principal - Students and one of the College Psychologists must also take place before the student re-commences school.

The overriding goal in such circumstances is to make the student's return to school as successful as possible by providing appropriate support that addresses the student's individual needs.

Consultation

The College Psychologists meet regularly with the Deputy Principal – Students and the House Leaders, as members of the Student Wellbeing Team. When students are at increased risk, the names of these students are shared for the purpose of student safety. The College Psychologists also meet at the conclusion of each term with each House Leaders to share information relevant only to how to best support individual students within the school environment.

The College Psychologists also meet regularly with the Learning Diversity Leaders and the Speech Pathologist. These meetings provide an opportunity for the Psychologists to discuss the progress of students who have additional needs, review any assessment that has been carried out, and provide guidance and consultation regarding meeting the needs of those students.

The College Psychologists can also provide consultation to teaching staff on meeting the needs of particular students in their classes.

Ethical Obligations

Psychologists' professional conduct is guided by the APS Code of Ethics (2007), which is endorsed by the Psychology Board of Australia (PsyBA). The APS Code of Ethics set clear parameters around psychologists' roles and activities, promoting safe, ethical and professional psychological practice, protecting both the integrity of the profession and the rights and safety of the public. There are a number of ethical obligations that are particularly relevant to psychologists working in educational settings.

Informed Consent

Prior to providing services, psychologists are required by law to inform clients about what to expect regarding the nature of the treatment/intervention. For Psychologists working in schools, this involves informing students of the following in a clear and easily understandable way:

- The role of a psychologist in a school setting
- The relationship between the psychologist and other members of school staff
- The limits of confidentiality
- The storage of psychological records at the school
- The length of time that these records are kept
- Information about who can access files

The College Psychologists explain this in their first meeting with students. They also inform students about the voluntary nature of counselling and their rights within the psychologist/student relationship.

Parental Consent

Psychologists may provide services to a student without parental consent, as long as the student is deemed to have the capacity to give informed consent. A student is considered capable of providing informed consent when they have sufficient understanding and intelligence to fully comprehend what is proposed. Generally, secondary students are viewed as having the capacity to consent unless they have a significant intellectual disability or are particularly immature. The psychologist uses their professional judgement and experience to determine this.

In the case of parent-initiated referrals, it is always desirable to have both parents/guardians or the student's legal guardian involved in any psychological service provided to a student. The provision of psychological services to students proceed on the assumption that there is "shared responsibility" for the care and welfare of the student unless there are court orders or arrangements in place that affect or alter this approach. Where the parents are separated, it is considered best practice for psychologists to enquire about court orders and comply with them. Where there are no court orders in place, the College Psychologists will endeavour to communicate with both parents while at all times acting in the best interests of the student.

Confidentiality

Once a student is deemed capable of providing informed consent they are afforded the same rights to confidentiality as any client of a Psychologist. Psychologists are bound by law to maintain client confidentiality when collecting, recording, storing, disseminating, and disposing of information.

Students are informed of the limits to confidentiality in their first counselling session and are given the opportunity to seek clarification.

In a school setting, Psychologists are obliged to release information;

- Where it is unreasonable or impracticable to obtain a student's consent to use or disclose information and the Psychologist reasonably believes that the use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of an individual or to the school community
- When required by law, for example via mandatory reporting provisions, court subpoena or if the use or disclosure is required or authorised by, or under, an Australian statute or common law which includes the law which imposes a duty of care on schools
- When he or she suspects that unlawful activity or misconduct of a serious nature, that relates to the schools functions or activities, has been engaged in and the psychologist reasonably believes that the use or disclosure of the information is necessary for appropriate action to be taken
- When the student, parent or legal guardian consents to the release of information.

It is usually the preference of the College Psychologists to obtain consent from students to share information with their parent/guardian(s), teachers and/or external professionals regarding their general progress and any relevant strategies that may assist the student at home or in the classroom.

Access to and Management of Psychological Files

Psychologists are required to maintain records of their interventions with clients. All notes pertaining to the student and recorded by a Psychologist (Psychologist's records) are to be maintained as confidential, as required by relevant national and state legislation and the APS Code of Ethics.

Whitefriars College owns all psychological files and the College Psychologists cannot remove files if they cease employment at the College. However, ownership does not imply access, and the College Psychologists remain responsible for managing access to files.

All paper records of the College Psychologists are locked in a filing cabinet and all electronic records are password protected. All paper and electronic records are only accessible by the College Psychologists.

Legislation regarding the disposal of Psychologists' records requires that the records are kept until a student is 25 years of age. At this point paper files are shredded by the College Psychologists and electronic files are deleted.

Social Media – Students

Social media is an important tool for learning. It allows learners to easily share information, work collaboratively and connect with teachers and students from across the College.

Whitefriars College fully supports and encourages students to use social media during their studies. Social media increases innovation, enhances learning and helps engagement with peers, teachers and learning experiences. We encourage the use of social media during studies, as appropriate and with teacher direction, for creating learning communities and networks.

Social media is online media designed to allow information to be created and shared. Social media includes many platforms used online. Some examples are:

- networking channels (e.g. Facebook, Google+, LinkedIn, MySpace), including pages set up by individuals, groups and clubs (both official and unofficial);
- geo-spatial tagging channels (e.g. FourSquare);
- blogs (e.g. WordPress, Blogger, Tumblr);
- micro-blogging channels (e.g. Twitter);
- video and photo sharing channels (e.g. Flickr, Instagram, YouTube, Snapchat);
- blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on theage.com.au);
- wikis and online collaborations (e.g. Wikipedia);
- forums, discussion boards and groups (e.g. Whitefriars Learn, Google groups, Whirlpool);
- podcasting and vodcasting channels;
- online multiplayer gaming platforms (e.g. World of Warcraft, Second Life);
- instant messaging (including SMS).

There are many other social media platforms. This policy is applicable to all forms of social media and for all ways of accessing social media, including on computer, laptop, tablet, mobile phone, handheld or wearable devices.

When using social media as part of Whitefriars College studies, there are some important expectations that need to be remembered:

- Social media is a public space – anything posted can be seen by other people (even if having strict privacy settings);
- People should be treated on social media the same way as in our face-to-face relationships within the Whitefriars College community. Respect and courtesy are applicable at all times.
- Consequences for inappropriate use of social media can be serious and will follow the **Consequences of Inappropriate Behaviour** section. *Think carefully before you post.*

When using social media for Whitefriars College education and also when making identifiable personal use of social media, students must:

- Take as much effort as possible to make sure that what is published on social media is accurate and not misleading.
- Make sure that the social media activity and the content published follows Whitefriars College guidelines and expectations.

- When making a comment about public interest, students need to clearly say that it is their personal opinion and not the opinion of Whitefriars College.
- Always be respectful and courteous.
- Follow the Terms of Use of the relevant social media provider.
- Follow the law, including laws about copyright, privacy, defamation, contempt of court, discrimination and harassment.

When using social media for Whitefriars College education and when making identifiable personal use of social media, students must never:

- Post anything that is, or might be interpreted to be:
 - racial or sexual harassment;
 - offensive;
 - obscene (including pornography);
 - defamatory;
 - discriminatory towards any person, or inciting hate.
- Post anything that creates, or might be understood as creating, a risk to other people's health or safety. This includes:
 - bullying;
 - psychological or emotional violence;
 - coercion;
 - harassment;
 - sexual harassment;
 - aggressive or abusive comments or behaviour;
 - unreasonable demands or too much pressure;
- Post anything that breaks the law or is fraudulent.
- Speak as a representative of Whitefriars College or give the impression that the student's views are those of Whitefriars College.
- Post anything that might be disrespectful or cause damage to Whitefriars College's reputation.
- Use Whitefriars College's logo without permission, or use Whitefriars College's name in a way that might be misleading or damage our reputation.
- Use the identity or likeness of another student, contractor, staff member or other person linked to Whitefriars College.
- Use or share any confidential Whitefriars College information.
- Post someone's name, image, likeness or other recognisable aspect of their identity, without permission; this includes clear references to the person and situations where someone can reasonably assume that students are referring to them.
- Write other people's assignments or ask them to write their assignments. Students need to ensure that opportunities for plagiarism are minimised. For example:
 - do not save work on a shared network drive that could be found by other students;
 - do not share work with anyone except the teacher, when instructed to do so, on social media sites.
- Plagiarise another student or person's work.

When a student has breached the expectations in this policy, parents/guardians will be made aware of the situation and content and the student needs to cooperate with all attempts to remove the

post or other online content – see the following Office of the eSafety Commissioner website for supporting information <https://www.esafety.gov.au/>. Should the student fail to do so, Whitefriars College may take further disciplinary and/or legal action.

When using technology, students need to follow this policy as well as the “Student Computer Use Policy” and “Students Electronic Communications Policy”.

Absenteeism and Attendance

School attendance is mandated under the Education Training and Reform Act 2006. It is the responsibility of parents/ carers to ensure their child regularly attends school. All children aged 6-17 years are required to either be enrolled at a registered school, or registered for home schooling. Students are expected to attend the College between the hours of 8.40am and 3.15pm and to be punctual for all classes and assemblies. Students who arrive late for school will only be admitted to class upon production of a late pass, obtainable at Student Reception. The College provides supervision of students on campus from 8.20am until 3.40pm on a normal school day.

Whitefriars College must record student attendance in every scheduled class.

Victorian Registration and Qualifications Authority requires:

Attendance monitoring

A registered school must:

- monitor the daily attendance of each student enrolled at the school;
- identify any absences of a student from school including classes;
- follow up any unexplained absences of a student from the school or classes;
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on the student's file.

Attendance register

A registered school must maintain a student attendance register in which:

- the attendance at the school of any child of compulsory school age is noted at least twice per day; and
- any reason given for the absence of the child from the school is noted.

Whitefriars College keeps a register of the daily attendance of all students at the College in electronic form using the Whitefriars Learning Management System (SEQTA) and the School Management System (Synergetic). The register of daily attendance records the following information for each student:

- daily attendance;
- absences;
- reason for absence;
- documentation to substantiate reason for absence.

Monitoring Daily Attendance:

Whitefriars College expects that its students will attend school every day. The College has the following systems and procedures in order to monitor the daily attendance of students and identify absences:

- Parents/guardians are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification must be provided by telephoning the College on 9872 8202 and leaving a voicemail or via email at absentee@whitefriars.vic.edu.au . This should be done at the start of the school day (9:00am).
- Classroom teachers take attendance promptly at the commencement of each session.
- All absences are recorded using the Whitefriars Learning Management System (Whitefriars Teach). Administration staff check against the absence notifications that have been provided to the College via voicemail or email.

Student Absences:

Whitefriars College has the following systems and procedures in order to follow up unexplained absences from the College:

- Where an absence has not been communicated by 10:00am, a SMS Text Message will be forwarded to the student's parents or guardians notifying them of the absence and requesting that the absence is resolved.
- Where the student absence remains unresolved, parents/guardians will be contacted by the College to provide an explanation for the absence.
- If contact cannot be made with the parent/guardian, the school will attempt to contact any emergency contact/s nominated on the students file.
- Where parents/guardians repeatedly fail to inform the College of absences, the Pastoral Care Teacher and/or House Leader will contact them directly seeking an explanation. The Deputy Principal - Students may wish to interview parents/guardians who fail to explain these absences.
- All information in relation to unsatisfactory attendance is recorded on students' files in the Whitefriars Learning Management System and information with respect to attendance is provided in each student's school report and in Whitefriars Engage for parents/guardians.

Students who are late:

Whitefriars College has implemented the following procedures for students who are late:

- All late students must sign in at Student Reception (Kierce Centre) using the Whitefriars Kiosk. Failure to sign in at Student Reception could result in a lunchtime detention.
- If parental permission is not provided for a late student, an SMS is then sent to parents/guardians informing them of late arrival of the student. Once parents/guardians provide the permission, the late arrival is marked as an approved absence in the Whitefriars Learning Management System.
- If it continues to be unresolved, it will be referred to the Pastoral Care Teacher who may contact parents/guardians directly seeking an explanation for the absence.

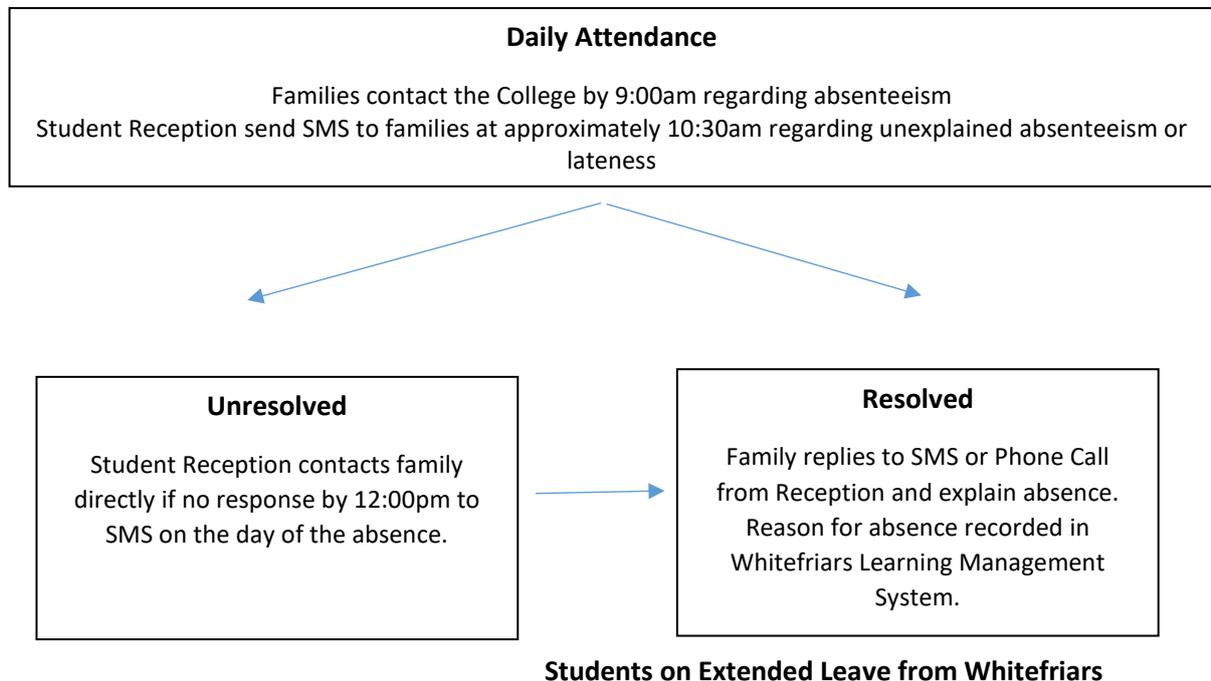
- All students who are late to the College should have a written note explaining this lateness. Failure to have a note for lateness may result in a lunchtime detention.
- Sign in options are
 - Appointment off campus
 - Appointment on campus
 - Approved absence
 - Late Bus
 - Unapproved absence

Students signing out early from the College

Whitefriars College has implemented the following systems and procedures for students who are signing out early:

- All students leaving the College before their scheduled finishing time must sign out at Student Reception (Kierce Centre) using the Whitefriars Kiosk. Students leaving the College early must have written permission from their parent or guardian and hand that to Student Reception. Students who do not have written permission will not be able to leave the College.
- Failure to sign out at Student Reception may result in a Saturday detention, as students will be considered truant for attendance purposes.
- Year 12 early leave students and VCE VET students who are attending courses off campus are exempt from signing out.
- Signing out is the responsibility of the Student.
- Sign out options are:
 - Appointment off campus
 - Approved absence
 - 12 Sign Out
 - Extended Holiday

Process for Managing Attendance at Whitefriars College



The College seeks to support all students in their learning. In order to do this, a consistent attendance ensures that boys are able to immerse themselves in their learning in a productive way.

There will always be times when students are unwell, for both short and long term periods. In ordinary circumstances, whilst a student is unwell and away from school, it would not be expected that he would complete any of the work missed whilst away. Upon return to school the student should check with the relevant staff members about any work that has been missed.

For students who are on extended leave (one or more weeks) due to family vacation or other significant commitments, the following expectations apply:

- Parents/guardians need to write to the Principal (one-month prior) providing details of when and why the student will be absent from school. The College will acknowledge this correspondence.
- Whitefriars College teaching staff will not provide work for students who are absent from class and miss learning opportunities due to holidays or other extended leave, taken in term time. However, course information is available for all learning areas on Whitefriars Learn.
- It will be the responsibility of the student to arrange alternative dates for assessment task completion PRIOR to his departure. It is not the College's responsibility to arrange alternative assessment.
- If the student does not submit the assessment task(s) PRIOR to his departure, he will receive a grade NA (not assessed) for each task. If the subject teacher and student agree that tasks may be completed whilst away from the College, student work will be assessed.

- If the student is absent for a period longer than two weeks, the assessment of his work will be made on the tasks completed for the period of the semester he has attended school.
- Parents/Guardians should be aware that extended absences may have an impact on the ability of boys to fully participate in the subject selection process, especially where subject areas require sequential learning.
- The VCAA has attendance requirements for all VCE subjects.

Parents/guardians and students can contact the Pastoral Care Teacher and/or House Leader for any advice or clarification on the above.

Sun Protection

Whitefriars College is committed to the provision of an effective sun protection program to protect the health and safety of all staff, students and others involved in school activities, whether on or off school premises. We take seriously their need for sun protection and education regarding effective sun protection. This is in line with our commitment to a safe school environment.

The aim of sun protection is to:

- increase student and whole-school awareness of skin cancer and other damage caused by exposure to UV radiation;
- work towards a safe school environment that provides shade and other sun protective measures for the entire school community;
- ensure that families and new staff are informed of the school's sun protection policy.

Sun protective clothing is included in our school uniform and sports uniform in the following ways:

- The summer uniform/dress code includes a shirt with at least elbow length sleeves and a collar that sits close to the neck, above the collarbone. The summer uniform includes longer style shorts pants or long pants.
- The sport uniform includes a shirt that covers the shoulders well and a collar that sits close to the neck, above the collarbone. Students and staff are encouraged to wear hats that protect their face, neck and ears (i.e. broad brimmed or bucket hats), whenever they are outside. During all PE and sports classes in Terms 1 and 4, students must wear the College cap with the College sports logo embroidered on the front. The cap must be worn with the peak to the front.

SPF 30+ broad spectrum sunscreen is available for staff and students' use and students are encouraged to bring their own sunscreen to school. Staff encourage students to use sunscreen and provide time for students to apply sunscreen before going outside.

This policy is considered in the planning of all outdoor events such as assemblies, camps, excursions and sporting events. Where possible, outdoor activities/ events will be scheduled earlier in the morning or later in the afternoon, or indoor venues will be considered.

The school ensures some shade is available in the school grounds particularly in areas where students congregate. The School Leadership and Board ensures shade provision is considered in plans for future buildings and grounds. Processes for the planning of outdoor activities and excursions include the consideration of shade. Students are encouraged to use shade when outside.

Sun protection and educational programs are incorporated into appropriate areas of the school curriculum. Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school community. Sun protective behaviour is regularly reinforced and promoted through a variety of channels.

Consequences of Inappropriate Behaviour

Catholic Education Melbourne understands student wrongful behaviour of a serious nature to be activity or behaviour of a student which:

- seriously undermines the ethos of the Catholic school; or
- consistently and deliberately fails to comply with any lawful order of a Principal or teacher; or
- is offensive, or dangerous, to the physical or emotional health of any staff member or any student; or
- consistently and deliberately interferes with the educational opportunities of other students.

When the behaviour of a student is such that it is deemed to cause immediate or ongoing harm, distress or danger to others, or any other behaviour deemed serious from the definition above, it may be necessary to suspend him from classes or from the College, pending discussion with parent(s). In all cases, procedural fairness will be afforded all students.

Wrongful Behaviour of a Serious Nature – Process

1. School (general staff, House Leaders, Deputy Principal – Students) is notified of an alleged serious breach of the College Code of Conduct
2. House Leader/s of the student/s involved will investigate the matter (if the behavior involves a staff member, the staff member will not investigate the alleged incident due to the rule against bias) – students are interviewed including witnesses to the alleged breach, staff also interviewed (if required)
3. Student the alleged breach involves will be interviewed and given an opportunity to respond to the allegation
4. House Leader will meet with Deputy Principal - Students to discuss the incident and determine the sanction based on the findings of the investigation
5. House Leader contacts parents to discuss the incident and sanction
6. If suspension from school is warranted, a discussion with the parents will take place at this stage. In addition to this telephone conversation, formal communication regarding a suspension from school will occur via email generated through the College's Behaviour Management System. The College will meet with the parents at this stage if requested.
7. Students suspended from school will be able to access all learning required via the College Learning Management System - Whitefriars Learn
8. Upon return from suspension, the student and his parents will attend a return to school meeting with the student's House Leader and the Deputy Principal – Students. The purpose of this meeting is to support the student's return to school and reflect on lessons learnt from the behavior. A letter will be sent to parents/guardians following this meeting.

Negotiated Transfer

Negotiated Transfer involves a change of school by a student either between Catholic schools, or to a school within another sector, or to an alternative educational setting. Negotiated Transfer is an option in circumstances in which it is judged that the student's present school is not the right environment for the student, and that another setting would more suitably meet the student's current and future needs and be the most appropriate means of providing for the student's wellbeing. It may also be that, due to serious behavioural issues, a student's Negotiated Transfer is an appropriate means of providing for the wellbeing of the school community.

Expulsion

Expulsion from the College will only be an option if:

- The student has engaged in wrongful behaviour of a serious nature (see definition above)
- The school's other processes for addressing such behaviours have been applied and not been successful, and
- The welfare of others in the school community, or the need to maintain order and protect the rights of others, make it necessary that the student no longer be present in the school community.

Only the Principal has the authority to expel a student. Prior to confirming the expulsion of a student, the Principal will;

- Explain clearly to the student and the student's parents/guardians the reason/s for the intended expulsion and provide them with an opportunity to speak on behalf of the student

Should the decision to expel the student be confirmed, the Principal must ensure that the expulsion is formally recorded in the school's files, and provide to the parent(s)/guardian(s) of the expelled student a formal Notice of Expulsion. When possible, this notice is to be issued before or on the day the expulsion is to commence, and if that is not possible then as soon after that as possible. This notice needs to include:

- The reason(s) for the expulsion
- The commencement date of the expulsion

Process for Review of an Expulsion Decision

There may be situations where parents/guardians request a review of the expulsion decision. This will be dealt with by the Principal on a case by case basis considering the safety, expectations and ethos of the College as well as the needs of the student.

The range of consequences below is not meant to be exhaustive or prescriptive but rather as a guide intended to assist staff in managing student behaviour. It is hoped that it will result in greater clarity for staff, students and parents, and also greater consistency. Please note that corporal punishment is a totally unacceptable discipline measure and will not be permitted under any circumstances

Offences may be dealt with at a higher level, depending on circumstances. In particular, repeated offences may move to a higher level. School discretion will ultimately determine the level at which offences are managed.

LEVELS	STUDENT BEHAVIOUR	SUGGESTED RANGE OF CONSEQUENCES
LEVEL 5	Serious criminal offence Serious wilful damage to property/resources/facilities/equipment Severe physical violence Possession or use of a weapon Major theft Trafficking in an illegal substance Possession or use of an illegal substance Repeated Level 4 behaviour	Principal/DP/DIR/HL: Removal from College Negotiated transfer Withdrawal from College Suspension from College Referral to police Parental interview College service Communicate with Principal
LEVEL 4	Physical violence/violent behaviour Significantly offensive or disrespectful behaviour towards a staff member, fellow student or visitor/outside provider Vandalism or wilful damage to property/resources/facilities/equipment Pornographic/offensive material Significantly damaging the reputation of the College Theft Possession or use of alcohol Smoking (3 rd offence)	DP/DIR/HL: Suspension from College Suspension from classes Parental interview Student agreement College community service Restorative meeting Communicate to Deputy Principal - Students
LEVEL 3	Defying a staff member Inappropriate language to a staff member Bullying/ harassment Disrespectful behaviour towards a staff member, fellow student or visitor/outside provider General failure to comply with expectations Inappropriate behaviour in a public place	DIR/HL Saturday detention Student holiday detention Student contract Parental interview Verbal or written apology

LEVELS	STUDENT BEHAVIOUR	SUGGESTED RANGE OF CONSEQUENCES
	Damaging reputation of College Truancy Absent from College without permission Deliberate inappropriate use of property/resources/ facilities/equipment Smoking (2 nd offence) Failure to attend after school detention	Restorative meeting College service Send to House Leader Send to Director
LEVEL 2	Arguing with a staff member Uncooperative, disobedient or rude behaviour Offensive language or behaviour Reckless and/or dangerous behaviour Plagiarism/copyright infringement Lying Cheating Forging/false representation Interfering with another student's property Careless use of property/resources/ facilities/equipment Inappropriate material Missing a scheduled class Out of bounds Mobile phone / electronic devices Uniform infringement in public place Smoking (1 st offence) Failure to attend lunchtime detention	HL/PCT/Subject Teacher/Staff member: After school detention Phone call to parent/guardian Daily or weekly contract Verbal or written apology Send home to change Confiscation Send to House Leader
LEVEL 1	Disobeying staff request or instruction	Subject Teacher/Staff Member: Verbal correction or reprimand

LEVELS	STUDENT BEHAVIOUR	SUGGESTED RANGE OF CONSEQUENCES
	Disrespectful behaviour, including teasing or name calling Moderate swearing/inappropriate language Careless behaviour Sharp objects (e.g. compasses, pointed scissors) Lighter or matches Late arrival to College or class Distracting others Disrupting teaching & learning environment Talking in class Wasting time during class Not completing class work or homework Spitting Littering Chewing gum Uniform infringement at College	Move seat within classroom Note to parent/guardian Verbal or written apology Recess or lunchtime interview Supervised yard duty at recess or lunch Recess or lunchtime detention (supervised by issuing teacher) Confiscation Send out of class (5 mins max) Send to another class for rest of period Restorative conversation

Approved by: Principal Leadership Team

Date: 29 July 2019

Last update: 19 August 2020 - following VRQA Re-registration review

Next review date: 29 July 2022