



Safe School Policy

Policy Classification		
Policy Number:	Date of Origin: April 2008	By Whom: Mr R Munday Deputy Principal
Audience: Public Domain	Review Dates: 2020	Next Review 2022
Policy Approval: This Policy was approved by the Board 2020.		
This Policy supersedes all previous policies relating to matters herein.		
This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

1.0 Rationale

- 1.1 Oakhill College has a duty of care to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen. The duty of care requires teachers to take such measures in all the circumstances that are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.
- 1.2 As a registered and accredited school in NSW it is essential to ensure compliance with the New South Wales Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual. As a result the College aims to implement policies and procedures that provide a safe environment.
- 1.3 Oakhill College is committed to promoting and providing a safe environment for all students, in accordance with the Australian Student Wellbeing Framework (2018) and the National Catholic Safeguarding Standards.
- 1.4 Oakhill College must be a safe learning environment where all students are valued as unique individuals made in God's image. *"So God created humankind in his image, in the image of God He created them; male and female He created them."* (Genesis 1:27)

2.0 Guiding Principles

- 2.1 All members of the College community are expected to treat each other with respect, dignity and compassion.
- 2.2 We aim to develop happy, confident young people who believe in their self-worth and are able to reach their potential through positive experiences and interactions with others.
- 2.3 A wide range of curricular and co-curricular opportunities are offered to nurture the talents of all students.

3.0 Policy

- 3.1 This policy has been developed to outline the various related policies, procedures and practices in the College which are in place to ensure that Oakhill is a safe and supportive learning environment for all members of the school community. The College stance on these issues is clearly stated and explained under the headings listed below.
- 3.2 This Safe School Policy is the umbrella policy which brings together other important pastoral care policies and procedures.

3.3 College Student Diary

At the beginning of the school year all students will receive a hard copy of the College Student Diary. The front pages of the College Student Diary provide information on College policies and procedures. All students and parents are required to read the expectations regarding student attendance, uniform and grooming, student safe rules, use of mobile phones, internet and information technology, cyber-safety and student driving in this diary. The Student Diary is also designed as a communication tool between parents and class teachers.

3.4 Student Safe School Rules

3.4.1 'Hands Off' Rule

- 3.4.1.1 Oakhill College has a 'hands off' rule to preserve the safety, well-being and dignity of all members of our community. This is the most important safety rule for students

to keep in mind. It requires that students keep their hands-off others and the property of others.

- 3.4.1.2 The following forms of behaviour are breaches of the 'Hands off' rule:
- Fighting – punching, slapping, kicking and wrestling.
 - Pushing, shouldering, shoving and grabbing other students by their clothing or bag.
 - Rumbling (either aggressively or in play).
 - Tripping
 - Throwing or flicking objects in the yard or class.
 - Intimate kissing, hugging and holding hands
 - Any other physical action that compromises the safety of others.
 - Interfering with the property of others (including school bags and books) without the consent of the owner.
- 3.4.1.3 Those who are found to be engaging in physical conflict such as fighting may be suspended from school until the matter can be investigated.
- 3.4.1.4 The 'Hands off' rule applies to Oakhill Students whilst they are wearing the College uniform and/or are engaged in a school-related activity. Appropriate physical greetings by handshakes are not included in this rule. Teachers have the right to determine what appropriate behaviour is in this regard. Breaches of the 'Hands off' rule will be reported to the relevant Dean and an afternoon detention may result.
- 3.4.1.5 Those students who promote and encourage physical conflict are also in breach of College rules. As individuals, we are all responsible for our actions. Students are encouraged to make positive choices which remove tensions rather than inflame sensitive situations. Such positive choices are indicative of a student's commitment to the College vision and Lasallian principles.

3.4.2 Communicating with Others

- 3.4.2.1 It is expected that students will converse with peers, teachers and other adults respectfully at all times. Respect for others is the basis for good manners. Students should always remember their manners when seeking assistance in places such as the classroom, the Student Services office, the library or the canteen. It is disrespectful and inappropriate to address adults in an aggressive or impolite manner.
- 3.4.2.1 Students are also encouraged to model good manners when engaging with each other. We can earn the respect of friends and peers by the way we speak to and about them. Likewise, we can easily insult a person by the manner in which we speak to them. Repeated and deliberate use of language to tease another student is a form of verbal bullying. Use of offensive language will not be tolerated.

3.4.3 Use of Information Communication Technology

- 3.4.3.1 The College is committed to the proper and responsible use of ICT to enhance learning and communication. Students are expected to use all forms of ICT in accordance with the supporting documents listed above. Students should be aware that there is no such thing as a private conversation on a website or on the school's intranet. The College has systems in place to monitor student use of the internet and intranet.
- 3.4.3.2 Students are not permitted to post videos and images portraying Oakhill College school life and school functions on websites such as YouTube, Facebook, Instagram or Snapchat. This is regardless of whether or not the material might be deemed offensive. Inappropriate images have the potential to harm the good reputation of individuals and the College. Official school-endorsed videos and images will be posted on the Oakhill College webpage, Facebook or intranet.
- 3.4.3.3 Any student recording video material or recording images at a school-related activity should have formal permission from a supervising member of staff.
- 3.4.3.4 Students in breach of these rules may face suspension from school.

3.4.4 Attendance and Punctuality

- 3.4.4.1 The law in NSW (Education Act 1990 / Amended 2009) states that a child is of compulsory school-age if the child is of or above the age of 6 years and below the minimum school leaving age. The minimum school leaving age is the age at which a child completes Year 10 of secondary education or the age of 17 years whichever comes first. A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school age unless the child participates, on a full time basis, in approved education or training or if the child is of or above the age of 15 years and is in paid work or a combination of approved education or training and paid work. Unsatisfactory school attendance may affect the awarding of a Record of Achievement (ROSA) - School Certificate, Preliminary Certificate and the Higher School certificate (HSC).
- 3.4.4.2 Students are required to attend school every day unless there is a reasonable excuse for non-attendance. All requests for exemption from attendance at school are to be made in writing to the Principal prior to the leave period on the relevant form. Parents should organise appointments for their children such as doctors, dentists etc outside school hours wherever possible. Families are expected to arrange holidays during school vacation periods, which are clearly marked on the College calendar.
- 3.4.4.3 Parents are to telephone the school absentee line on the first morning of absence if their child is unable to attend school due to illness. A note of explanation is to be provided by the parents on the first day back at school after an absence. In some circumstances a doctors' certificate may also be required to explain an absence.
- 3.4.4.4 The College has a duty of care to account for the whereabouts of students at all times during the school day. Attendance rolls are taken during each lesson. Student movement during lesson times is kept to a minimum. Any student who leaves a class will need to carry a permission note or a teacher diary entry. This includes trips to the toilets. Students who are found to be truanting school or specific classes will be required to make up for missed school time at a Saturday morning detention.
- 3.4.4.5 Students are expected to be punctual to school and to classes. Students who are late to school are required to sign in at the Student Services office on arrival. Students with an unreasonable pattern of lateness will be required to make up for lost time at an afternoon detention.

3.4.5 Conduct in Class

- 3.4.5.1 Each student has the right to learn. It is the primary reason that he / she attends school. No one has the right to disturb the learning of other students. Students' happiness and well-being is linked to their engagement in learning. Effective class rules involve expectations and consequences which ensure everyone has the same opportunities to learn, grow and achieve.
- 3.4.5.2 Students have a responsibility to co-operate with teachers and other students to ensure that lessons proceed productively. This includes being punctual to class and completing all homework and assignments on time.
- 3.4.5.3 Misconduct in classes will not be tolerated. Students who disrupt teaching and learning will face disciplinary consequences which may include: isolation in class, comments to parents via the College Student Diary, lunch, afternoon and Saturday morning detentions, parent interviews and level demotion.

3.4.6 Travel To and From School

- 3.4.6.1 All school rules apply during travel to and from the College. While students are in public in their school uniform, they are representing the College. Exemplary manners and conduct are to be demonstrated toward members of the local community at all times.
- 3.4.6.2 Misconduct on buses may interrupt the driver's concentration and compromise the safety of all passengers. This may include rudeness, calling out and rumbling. Also,

items thrown from bus windows can cause distress to motorists, damage to vehicles and put the safety of others at risk.

3.4.6.3 Students who bring the College name into disrepute in public during travel to and from school can expect to be issued with a Saturday detention as a minimum consequence. Suspension from school may also ensue.

3.4.6.4 No students are permitted to be in Castle Towers, other shopping centres, or take away food outlets in school uniform unless accompanied by a parent.

3.4.7 Throwing Objects – Class and Yard

3.4.7.1 Throwing objects in class is a dangerous and disrespectful activity. In a confined space someone could easily be injured by a projectile, no matter how big or small. Likewise, in the yard, fruit, especially apples and oranges, may cause serious injury if it is to hit an unsuspecting student or teacher.

3.4.7.2 Students who are found to be throwing objects in a dangerous manner will be issued with a Saturday detention as a minimum consequence. Suspension from school may also ensue.

3.4.8 Banned Substances and Items

3.4.8.1 The following substances are banned from school at all times:

- Illicit drugs;
- Alcohol;
- Knives;
- Any item that could be considered as a weapon.

3.4.8.2 Students who bring illicit drugs to the College or are found to be under the influence of such drugs at school will be suspended from school until a thorough investigation has been conducted. In such circumstances it may be necessary to search a student's bag and locker. This would be done in the presence of the Assistant Principal – Pastoral Care or another Principal's delegate. Parents will be contacted immediately. The presence of drugs in the school community presents a grave risk of harm to students. Counselling support will be provided for the student as a part of the management process.

3.4.8.3 Students who bring alcohol to school or are found to be under the influence of alcohol at school or at a school function will face suspension from school as a minimum consequence. Parents will be required to attend an interview with the Assistant Principal – Pastoral Care as part of the management process.

3.4.8.4 Smoking and vaping is a major health hazard for young people, and it can quickly become habit forming. Smoking and/or vaping at school or in school uniform will not be tolerated. Students in breach of this rule can expect a Saturday detention as a minimum consequence. The College offers counselling support for students who wish to quit smoking.

3.4.8.5 It is against the law for students to have any type of knife at school. This includes butter knives and fruit knives in lunch boxes or knife tools for craft or hospitality purposes. In lessons requiring the use of knives such as hospitality, design and technology or art, the class teacher will supply and supervise the use of the tools. Furthermore, no student can bring to school any item that can be used as a weapon such as a chisel. Students found in possession of a knife or an item which could be considered as a weapon, including having one in their bag or locker will be suspended immediately. The Police will be also be notified.

3.4.9 Other Banned Items

The following items are also banned from school because they are deemed to be potentially harmful to others or damaging to school property:

Chewing gum

Eggs

Permanent marking textas

Liquid paper or white out

Matches and lighters

Firecrackers

Steel rulers

Thick elastic bands

Any breach of this policy will result in an automatic afternoon or weekend detention. The items will be confiscated until contact has been made with parents. More serious and harmful breaches may incur suspension from school.

3.4.10 Bags and Locker Searches

In special circumstances a student may be asked to empty the contents of his or her bag and/or locker in front of a teacher. This would ideally occur in the presence of a Dean or another person in a position of appropriate authority and responsibility. This may occur when a teacher is concerned that students may be at risk of harm or when teachers are looking for stolen property. The student must be present when the search is undertaken. The student should be asked to empty the contents of his or her bag or locker or hold the bag open and move contents in such a way that allows the contents to be seen by the staff member undertaking the search. Staff are to be mindful of any items that may be in a bag or locker that a student considers of a personal or sensitive nature. If a student does have his / her bag searched a phone call of explanation is to be made to the student's parents or carers, as soon as practical after the search.

3.4.11 Outside Visitors

Friends of students (unofficial visitors) are not allowed to make social visits during normal school hours. Such visitors will be asked to leave the property immediately. Students are not to encourage or engage with these unofficial visitors. Any visitors to the College are to sign in at Reception. College staff are to wear a school staff ID card.

3.4.12 Out of Class

Any student who needs to leave class will need to get a teacher permission note in their diary. The diary is to be carried by the student for the duration of their time out of class. Examples include: toilet and running teacher messages. The teacher will record the time the student left and returned to class. A page is designated for this purpose in the back of the Student College Diary. Students are not to be sent outside the classroom as a disciplinary strategy at any time. Students are also not to be sent to someone else (for example Dean) as a disciplinary strategy without being accompanied by another student.

3.4.13 Stealing

Students are not to interfere with the property of others. Stealing compromises the safety of our community. Stealing can also cause unnecessary distress and inconvenience for individuals and their families. It is unacceptable for a student to move, damage or steal the property of another. If items are found inadvertently in the yard or classroom they are to be taken directly to the Student Office. Students who behave suspiciously around bags and lockers are to be reported to a teacher. A strong school community is built on honesty and respect for self and others.

Students who are found to be stealing can expect to be issued with a Saturday detention as a minimum consequence and will be asked to compensate for damaged or lost property. In some circumstances suspension from school may be necessary.

3.4.14 Care for College Property

3.4.14.1 Oakhill has high quality facilities and resources. As stewards of the College environment it is the responsibility of all students to care for the grounds, facilities and resources which they use. It is unacceptable for a student to damage school property through careless, dangerous or inappropriate use of college property. Such

- behaviour is vandalism. Examples of inappropriate conduct: graffiti on desks, sticking chewing gum under desktops etc.
- 3.4.14.2 Students are not to engage in behaviours which increase the likelihood of property being damaged. An example would be the kicking of a football near windows.
 - 3.4.14.3 It is unacceptable for a student to wilfully litter the school environment. The College has a recycling system in place to separate and dispose of different types of waste.
 - 3.4.14.4 Students are to promptly report defective equipment, including furniture and classroom resources, to a teacher. Defective equipment left unchecked could become a potential hazard for someone else at a later time.
 - 3.4.14.5 Students who vandalise College property will be met with strict consequences which may include a Saturday detention or suspension from school. The student may also be required to pay the repair costs for damaged property.

3.5 Police School Liaison Officers and Youth Liaison Officers

NSW Police have Youth Liaison Officers to deal with issues such as education, diversionary and inter-agency programs pertaining to youth, with the aim of diverting young people from criminal activity. Similarly, NSW Police have School Liaison Officers to work with parents, students and teachers at high schools to address local issues. Both the School Liaison and Youth Liaison roles are critical in proactively building better pathways for the youth. Contact with both the School Liaison and Youth Liaison Police Officers must occur with regard to any matter which is illegal or where there is uncertainty regarding its legality. The Police Liaison Officers are also available for proactive education programs and advice and regular visits to the College are both welcomed and encouraged.

3.6 First Aid

- 3.6.1 First Aid” means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.
- 3.6.2 Adjacent to the Student Services Area is a First Aid / Sick Bay facility. This First Aid facility is equipped with first aid supplies including ventolin and epi pens (adrenaline auto injector) for students with anaphylaxis.
- 3.6.3 In an emergency, all staff have a duty of care. Staff are to use common sense which dictates that, while they should not act beyond their capabilities, they are expected to do as much as they can to take appropriate action. When an accident or injury occurs to a student, the member of staff in charge is to assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The College Nurse is to be informed.
- 3.6.4 Should an ambulance not be required immediately students are to be directed to the College Nurse. Parents (and an ambulance if required) are immediately contacted for any major injury / illness. All major accidents / injuries are documented, and an incident report form is completed by the first aid officer and /or the teacher who reported their incident. Any minor injury is treated, and the student usually returns to class.
- 3.6.5 Staff are responsible for providing first aid outside the hours 8.00am – 4.00pm. A copy of the student accident / incident form should be forwarded to the College Nurse. Student Accident/Incident report forms can be printed via “Oaklife” under documents and printed copies are located in the staff pigeonhole area.

3.7 Student Medical Information

- 3.7.1 Parents / Guardians are asked to disclose relevant medical information of their son and or daughter during the enrolment process and the responsibility lies with them to provide this notification. Student Medical and Contact Information Update Forms are sent home to all parents early in Term 1. Parents/Guardians are requested to check carefully that the details are correct and up to date. Any changes should be noted clearly on the form. All forms are collected, and student medical information is updated. These files are kept in the College Nurses office and contain details of students who have specific medical information related to

a diagnosed medical condition such as epilepsy, allergy and diabetes, contact details and emergency procedures.

- 3.7.2 All students have medical files stored on Sentral (College Intranet) which may be needed in emergency situations. It is the responsibility of parents to contact the school to update medical information as is necessary.

3.8 Storage and Administration of Medication

- 3.8.1 Parents/guardians are responsible for supplying their child's/ward's medication and any associated equipment needed for the administration of this medication. Parents/guardians are responsible for replacing medication after use or on expiry in a timely manner.
- 3.8.2 The College Nurse may only administer or assist with administration of prescription medication if it is presented in its original container and the student's name and required dose clearly displayed and the medication is in-date.
- 3.8.3 Restricted Medication: e.g. Ritalin Restricted/controlled medications (i.e. Schedule 4 to 8) must be stored in a locked cupboard separate from other medications in the Health Centre. This class of medication is recorded in a drug register under the student's name the registered nurse and student sign the register when a new supply medication is handed over for storage. On supervising the administration of the medication the drug name, dose, administration time and medication balance are recorded and the student and registered nurse sign the register. An entry is made in the student file in Sentral noting the time, dose and type of medication taken.
- 3.8.4 Any changes to the original medication dose must be provided by specialist physician in writing to the College.
- 3.8.5 For some conditions, prescribed medication and equipment may need to be immediately accessible – students are permitted to carry personal medications and supplies for the following conditions:
- Asthma – reliever puffers (e.g. Ventolin/asmol/salbutamol)
 - Anaphylaxis –adrenaline auto-injector e.g. EpiPen – accompanied by an ASCIA Anaphylaxis Care Plan
 - Allergy – antihistamine – accompanied by and ASCIA allergy care plan
 - Diabetes – insulin, hypo kits – accompanied by a diabetic care plan
 - Cystic fibrosis - pancreatic enzymes
 - Epilepsy
- 3.8.6 The College staff are unable to administer non-prescription drugs such as paracetamol to students. The College Nurse may, however, administer non-prescription medication such as paracetamol providing the parent has given written permission.

3.9 Privacy of Information

- 3.9.1 Oakhill College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at Oakhill College. The primary purpose of collecting this information is to enable the College to provide schooling for the son/daughter.
- 3.9.2 Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- 3.9.3 Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
- 3.9.4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The College may ask parents to provide medical reports about students from time to time.
- 3.9.5 Oakhill College from time to time discloses personal and sensitive information to others for administrative and educational purposes as per the Privacy Principles and Privacy Act. This includes to other Colleges, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
- 3.9.6 If the College does not obtain the information required and referred to above, the College may not be able to enrol or continue the enrolment of a student.

- 3.9.7 Personal information collected from students is regularly disclosed to the parent or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the College's newsletters, magazines and on our website.
- 3.9.8 Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence and in accord with the Privacy Principles and Privacy Act.
- 3.9.9 The College from time to time engages in fundraising activities. Information received from families may be used to make an appeal to them. The College will not disclose personal information to third parties for their own marketing purposes.
- 3.9.10 The College may include family contact details in a College directory.
- 3.9.11 If families provide the College with the personal information of others, such as doctors or emergency contacts, the College encourages families to inform them that they are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

3.10 Evacuation and Lock-Down Procedures

In the case of an emergency situation an alarm will sound to signal the evacuation of the school community to a safe location. All students are required to leave their bags and books and move directly to the designated area for a roll call. Evacuation and / or Lock-down drills are held during the year to ensure all students and members of staff are familiar with the procedures.

Some types of emergency situation may necessitate keeping students in classes or some other safe indoor venue. In a Lock-down procedure the College gates are temporarily locked to deny unwanted visitors' access onto the property. Rooms containing staff and students are also locked until the threat has passed. Examples: unwanted visitors, dangerous trespassers. Students are expected to behave in a sensible and cooperative manner during emergency procedures to ensure the safety of everybody.

3.11 Morning Training

Various teams are permitted to train before school throughout the sporting season. Morning Training times are to be organised in consultation with the Head of Sports. Guidelines for coaches and players includes:

1. Students are not permitted to leave the property after morning training.
2. Training should not commence before 6.30am (with the exception of swimming training)
3. All training must finish by 8.00am
4. At the conclusion of training, all students must change before having breakfast. For outdoor training, only the change rooms under Benildus Hall or the CSC undercroft can be used. Students training in the Gym or the CSC are permitted to use the CSC change rooms.
5. Coaches must ensure change rooms are locked and cleaned before the start of Period 1.

3.12 Care of Students During Extreme Weather

3.12.1 Extreme Heat

On days of extreme heat, the College will remain open with the following provisions in place to ensure the safety and comfort of all students.

- (1) During recess and lunch breaks students will be directed to relocate from open yard areas to cooler shady areas as follows:
 - Year 7 Level 1 Solomon
 - Year 8 CSC Undercroft
 - Year 9 CSC Courts
 - Year 10 Level 2 Solomon
 - Year 11 CSC foyer
 - Year 12 Senior Commons / Carmody Lecture Theatre

- (2) The pool will be opened at lunch for those students who are prepared with appropriate swimming attire. The Library will remain open for students.
- (3) Lessons will run as per normal. However, teachers will adjust lesson activities where appropriate to ensure all students are safe and comfortable – e.g. PDHPE practical lessons would move indoors.
- (4) Students will be reminded to keep hydrating throughout the day, while being mindful of their responsible use of water bottles. Activities such as water fights are not permitted at any time.
- (5) Parents who wish to remove their child early from school on days of extreme heat are required to follow the usual protocols. All students who leave the College before the end of a school day are required to sign out at the Student Office with appropriate parental permission.
- (6) Students who suffer respiratory allergies and asthma are advised to remain home on days when extreme heat and winds are forecast.
- (7) In the event of afternoon electrical storms, students will be relocated from the bus bay to Benildus Hall to await their buses.

3.12.2 Wet Weather Arrangements

On days of consistent, heavy rain students will be relocated from open yard areas to covered areas as follows during recess and lunch as follows:

Year 7	Solomon Building Corridors Levels 1 and 2
Year 8	CSC Undercroft
Year 9	CSC Courts
Year 10	Main Yard undercover seating
Year 11	Quentin building corridors (both levels)
Year 12	DE Classrooms / Corridors

Staff supervisors will be reallocated accordingly. Students will be reminded to move safely between classes to avoid slip accidents on wet surfaces. The canteen will remain open for students. Students may need to be relocated from the bus bay to Benildus Hall to await their afternoon buses.

4.0 Policy Review

- 4.1 This Policy is reviewed every two years. Any changes to the Policy are to be communicated to staff, students and parents.

5.0 Explanatory Notes and Definitions

5.1 Explanatory Notes

- 5.1.1 This Policy specifically addresses the requirements of the NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual – March 2020 in the Section 3.6.2 “Having in place policies and procedures that provide for student welfare”

5.2 Definitions

- 5.2.1 Safe environment: A safe environment for students is one where the risk of harm is minimised, and students feel secure.
- 5.2.2 Supportive environment: A supportive environment fosters the social, academic, physical and emotional development of students.
- 5.2.3 Student welfare: Student welfare encompasses the mental, physical and emotional well-being of the student.

6.0 Supporting Documents, Procedures and Guidelines

6.1 Supporting Documents

6.1.1 External supporting documents:

National Framework for Values Education in Australian Schools.

6.1.2 Internal supporting documents:

Staff Code of Conduct
Child Protection Policy
Safeguarding Policy
Oakhill School Diary
Pastoral Care Policy
Staff and Student Rights and Responsibilities
Attendance Policy
Cybersafety at Oakhill College
Bullying and Harassment Policy
ICT Acceptable Use
Rights and Responsibilities
Student Management Policy
Enrolment Policy
Recommended Pathways for Student Management
Student Level System
Critical Incident Policy
Student Assessment Policy
Drug and Alcohol Policy

6.1.3 Supporting Procedures

Evacuation and Lockdown Procedures
Student Driving Procedures
Senior Study Period Procedures
Driving and Parking in the College Grounds

6.1.4 Guidelines

ISA Player and Supporter Guidelines

Table of Contents

Page

1.0	Rationale	3
2.0	Guiding Principles	3
3.0	Policy	3
3.3	College Student Diary	4
3.4	Student Safe School Rules	4
	3.4.1 "Hands off" Rule	4
	3.4.2 Communicating with others	5
	3.4.3 Use of Information Communication Technology	5
	3.4.4 Attendance and Punctuality	5
	3.4.5 Conduct in Class	6
	3.4.6 Travel To and From School	7
	3.4.7 Throwing Objects – Class and Yard	7
	3.4.8 Banned Substances and Items	7
	3.4.9 Other Banned Items	8
	3.4.10 Bags and Locker Searches	8
	3.4.11 Outside Visitors	9
	3.4.12 Out of Class	9
	3.4.13 Stealing	9
	3.4.14 Care of College Property	9
3.5	Police School Liaison Officers and Youth Liaison Officers	10
3.6	First Aid	10
3.7	Student Medical Information	12
3.8	Management of Medications	12
3.9	Privacy of Information	12

3.10	Evacuation and Lock-Down Procedures	13
3.11	Morning Training	14
3.12	Care of Students during Extreme Weather	14
4.0	Policy Review	15
5.0	Explanatory Notes and Definitions	15
6.0	Supporting Documents, Procedures and Guidelines	16