

Purpose

This policy will outline the framework for the care, safety and welfare of students at The Hester Hornbrook Academy (HHA).

Scope

HHA recognises the human rights of all people to access quality education in a safe and inclusive environment free from discrimination.

Corporal punishment is not permitted at HHA under any circumstances

Policy

1. HHA is committed to providing a respectful, safe and inclusive learning environment which is free from discrimination, harassment, bullying, vilification, victimisation and all other unlawful and unacceptable behaviours.
 - 1.1. The way that HHA will deal with bullying & harassment (including cyber bullying) should it arise is outlined in the HHA Bullying & Harassment Procedure.
2. HHA acknowledges that the safety and wellbeing of all students is the responsibility of all staff working within the organisation.
 - 2.1. In addition to the teacher, each class will be supported by a qualified Youth Worker, who will provide in-depth wellbeing support to all HHA students in their class.
 - 2.2. Emphasis will be placed on meeting students' individual needs, both in terms of their learning and their wellbeing, and tailoring support to meet those needs.
3. Underlying this policy is the premise that students have the responsibility for their own behaviour, and that staff will work in partnership with students, parents/guardians/carers and other people in students' lives to assist students as much as possible to meet the requirements of their studies at HHA.
4. HHA recognises the right of all its students to give feedback and complain about HHA's services and have their grievances fairly heard and dealt with.
 - 4.1. The process by which students can complain and how these complaints will be dealt with is outlined in the HHA Complaints & Grievances Procedure.
5. HHA recognises and understands its duty of care responsibilities, as outlined in the HHA Duty of Care Policy:
 - 5.1. HHA recognises that it owes a duty to take reasonable care that any student or other person on their premises will not be injured or damaged by reason of the state of the premises or of things done or omitted to be done in relation to the state of their premises.
 - 5.2. HHA recognises that HHA staff have a special duty of care whenever a staff-student relationship exists. This means that HHA staff will take reasonable measures to protect a student in their care from risks of injury that the staff member should reasonably have foreseen.

- 5.3. HHA recognises that greater measures may need to be taken under this policy to take care of younger students or students with disabilities.
- 5.4. The way that HHA will assess and mitigate potential risks of injuries are outlined in the HHA Risk Assessment Procedure.
6. As part of its duty of care responsibilities, HHA will take all reasonable steps to supervise students appropriately while they are engaged in HHA programs.
 - 6.1. The process by which students will be supervised onsite will be outlined in the HHA Student Supervision Procedure.
 - 6.2. The process by which students will be supervised offsite will be outlined in the HHA Excursion Procedure.
7. HHA will ensure the safety and welfare of its students when they are learning with an external provider, including RTOs and other schools, as outlined in the HHA External Providers Procedure.
8. HHA will have appropriate policies and procedures in place to take good care of students while they are under HHA's supervision, in line with all relevant legal obligations.
 - 8.1. Care of student policies and procedures are listed under 3.1 below.
9. The information that HHA collects about its students will be kept confidential according to all relevant legal requirements, and in line with the HHA Privacy Policy.
10. The way that HHA will communicate these policies and procedures to HHA staff, students, parents/guardians/carers and the HHA community is outlined in the HHA Communications Policy.
11. HHA recognises that some students may have a strained relationship with their parent/guardian/carer, and HHA will take all reasonable care to ensure that communication with them does not adversely affect the relationship between a student and their parent/guardian/carer.
12. HHA students and parents/guardians/carers will be advised of the wellbeing support available at HHA and our partners Melbourne City Mission through the following section in the HHA Student Handbook:

13. **Student Wellbeing & Extra Support**

HHA delivers education differently than in other settings you may have experienced; we want to give you as much help and support as we can. We monitor all student welfare or wellbeing matters, and care of students is considered at all times. To do this we have a youth worker or community development worker attached to every learning space, and provide extra support for those who may have personal or other difficulties that have made it hard to succeed in the past.

We are committed to supporting people to gain a useful education that leads to being independent. As well as qualified teachers, we have skilled staff to support you with any personal problems such as:

- 13.1. housing issues,
- 13.2. family problems,
- 13.3. employment assistance,
- 13.4. disability, health
- 13.5. relational issues
- 13.6. drug and alcohol addictions/problems

13.7. legal issues.

Client Services

Our key service to you for your support is the provision of a youth worker or community development worker attached to the program. This person is your first point of contact for any help.

Available programs that may help you at our partner Melbourne City Mission are:

- **Springboard** (Specialist youth education engagement case managers, specifically for young people who are or have been in state care)
- **Melbourne Youth Support Service** (MYSS, a specialist homelessness support service for young people)
- **Frontyard** (a state-wide integrated service platform for young people at risk of homelessness)
- **Youthlaw** (free legal service for young people)
- Centrelink (MCM has an in-house youth specific Centrelink worker)
- Health services (MCM has access to youth specific nurses and doctors)
- Drug and Alcohol Services
- **Family Reconciliation Mediation Program** (FRMP)
- **Reconnect** (a program designed to assist young people at-risk of homelessness to reconnect with their family or significant other)

Accountability

Care of student policies and procedures:

HHA Bullying & Harassment Procedure

HHA Complaints & Grievances Procedure

HHA Student Supervision Procedure

HHA Excursion Procedure

HHA External Providers Procedure

HHA Attendance Procedure

HHA Care of ill Students Procedure

HHA Medication Procedure

HHA Anaphylaxis Management Policy

HHA Student Medical Conditions Procedure

HHA Mandatory Reporting Policy

HHA First Aid Procedure

HHA Internet Use Procedure

HHA OH&S procedures; including accidents and incidents register, critical incident plan and emergency management plans for each HHA site

HHA Duty of Care Policy

HHA Risk Assessment Procedure

HHA Mature Minors Policy

HHA Privacy Policy
HHA Communications Policy

Legislative context

Universal Declaration of Human Rights 1948 (UN)
International Covenant on Economic, Social and Cultural Rights 1966 (UN)
Equal Opportunity Act 2010 (Vic)
Charter of Human Rights and Responsibilities Act 2006 (Vic)
Australian Human Rights Commission Act 1986 (Cth)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Disability Discrimination Act 1992 (Cth)
Age Discrimination Act 2004 (Cth)
Education and Training Reform Act 2006 (Vic)
Australian Education Act 2013 (Cth)
Crimes Act 1958 (Vic)
Working with Children Act 2005 (Vic)
Children, Youth and Families Act 2005 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Disability Act 2006 (Vic)
Disability Regulations 2007 (Vic)
 Disability Services Standards (DEWR) 2007 (Cth)
 Racial and Religious Tolerance Act 2001 (Vic)
 Information Privacy Act 2000 (Vic)
 Privacy Act 1988 (Cth)
 Health Records Act 2001 (Vic)
VRQA Independent School Application Form – C.4.1.ii, C.4.3.i

Supporting Material

Document number	Document title
See Accountabilities	HHA Policies and Procedures
Endorsed Copy	Available from the HHA Administration upon request

Development and Review

Owner: Principal, Hester Hornbrook Academy
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 Approval Date: April 2019
 Review Date: April 2022