

Aiming High

Showing Respect

Being Safe

Valuing Community

**STATEMENT OF COMMITMENT TO CHILD SAFETY**

Manor Lakes P-12 College is committed to the safety and wellbeing of all children and young people. This will be a primary focus of our care and decision making. The College is committed to providing a child safe environment where children and young people are safe and feel safe to have their voice heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with complex and multiple needs.

Every person involved in Manor Lakes College P-12 has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

State schools have a moral and legal responsibility to create nurturing environments where children and young people are respected, their voices are heard and they are safe and feel safe. This legislative requirement falls under the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

**In its planning, decision-making and operation Manor Lakes P-12 College will;****Uphold the priority of safety and wellbeing in children and young people by:**

- implementing policies and practices that demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.
- committing to provide regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- taking a preventative, proactive and participatory approach to child safety
- ensuring that all students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers

**In its planning, decision-making and operation Manor Lakes P-12 College will;****Empower families, children, young people and staff to have a voice and raise concerns by:**

- valuing and empowering children to participate in decisions which affect their lives
- fostering a culture of openness that supports all persons to safely disclose risks of harm to children
- working in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- ensuring that staff, parents/guardians/caregivers, volunteers, contractors, and students feel free to raise concerns about child safety, knowing these will be taken seriously by college leadership.
- respecting diversity in cultures and child rearing practices while keeping child safety paramount

**In its planning, decision-making and operation Manor Lakes P-12 College will;**

**Implement rigorous risk management and employment practices by:**

- providing written guidance on appropriate conduct and behaviour towards children
- engaging only the most suitable people to work with children and ensure high quality staff and volunteer supervision and professional development
- ensuring children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- ensuring that all persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- committing to provide regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- reporting suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- sharing information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- maintaining appropriate confidentiality, with information being provided to those who have a right or a need to be informed, either legally or pastorally.
- committing to continuously reviewing and improving our systems to protect children from abuse.



# Manor Lakes College

## STATEMENT OF VALUES

### PROMOTING HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITIES

Manor Lakes College recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

## RESPONSIBILITIES

### AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

### AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

### AS PARENTS, WE WILL:

- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

### AS STUDENTS, WE WILL:

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.



### **AS COMMUNITY MEMBERS, WE WILL:**

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school's communications policy to communicate with the school.

### **THE DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT WILL:**

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

## **CONSEQUENCES FOR FAILING TO UPHOLD THE STATEMENT OF VALUES**

### **UNREASONABLE BEHAVIOURS**

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

### **CONSEQUENCES**

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

Positive Behaviours MANOR LAKES P-12 COLLEGE EXPECTATIONS				
	Aiming High	Showing Respect	Being Safe	Valuing Community
Inside the classroom:	I will be on time for class	I will keep the classroom clean and tidy	I will tell the teacher if I see someone that is feeling unsafe	I will be responsible for communicating information to my parents/caregivers
	I will be prepared for class	I will not use other people's belongings without asking first	I will tell the teacher if I am feeling upset or angry with others	I will listen to presenters and participate in incursions/excursions
	I will participate in all class activities	I will listen and let others be heard during class discussion	I will move around the buildings in a safe manner	
	I will cooperate with my peers	I will include others in group activities	I will remain seated unless instructed	
	I will remain on task until my class work is completed	I will speak to others using positive, respectful and encouraging language	I will ask permission to leave class	
	I will ask questions when I do not understand	I will acknowledge and accept the differences of others		
	I will listen to my teacher and follow their instructions	I will respect the personal space of others		
	I will celebrate my own successes and the successes of others	I will not distract others when they are trying to learn		
Outside the classroom:	I will move quickly to class before school and after recess and lunch.	I will walk through the school grounds without disrupting others during class time	I will play/behave fairly and safely	I will be a positive role model for the school and when wearing the school uniform
	I will use recess and lunch to eat, drink and use the bathroom	I will put my litter in the rubbish bins	I will use play equipment and buildings in the way it was intended to be used	
	I will seek help from a staff member if needed outside the classroom	I will include others in activities during break times	I will stay in my designated area at recess and lunch	
	I will lead and include others in activities and games	I will treat the buildings and natural environment with respect	I will follow the instructions of all staff members on duty	
		I will not gossip or make rumours about other people	I will travel to and from school safely	
		I will help other people if they need it	I will not ride bikes, scooters and other modes of transport inside the school grounds	
In the virtual world:	I will use digital resources as a way to support my learning	I will speak to others online respectfully and with care	I will safely use, access and share appropriate sites	I will present a positive personal image to the online world
	I will use digital devices only when given permission by the teacher	I will remain on sites and applications as instructed by the teacher	I will be cybersafe and remind others to do the same	