

Growing a Supportive Community of Active Learners

BOOK WEEK



FROM THE PRINCIPAL

Please Wear Your Jeans

I am hoping that next Tuesday 9th August, everyone will wear their jeans and bring a gold coin donation to support the Children's Medical Research Institute's national fundraiser, 'Jeans for Genes Day'. Funds raised support vital genetic research to advance the prevention and treatment of disease, leading to healthier generations of children. Please support this very worthy cause.

Hand, Foot and Mouth Disease

We have been advised that there has been a case of Hand, Foot and Mouth disease identified in 1/2B. This is a viral infection that produces small blisters on the palms of the hands, soles of the feet and inside the mouth. Hand, Foot and Mouth disease is a common viral infection which is easily passed from person to person. It usually causes a mild illness. Good hygiene helps prevent infection. In Primary school and children's services centres, exclusion is required until all blisters have dried.

Parent Club Pizza Day Lunch Order



Our Parent Club are organising a Special Lunch Order Day for next Friday, 12th August. Students may order pizza slices for \$2.50 a slice. Students have a choice of Hawaiian, Margarita or Vegetarian.

Please place your orders through Qkr and ensure you complete a separate order for each child.

Payment through Qkr is the school's preferred method of payment. Please make payment of \$2.50 a slice via Qkr by Sunday 7th August or contact the office to make alternate arrangements.

A reminder that payments for this school organised activity **must** be paid by the due date in order to facilitate smooth organisation of the event and to ensure that correct financial processes are followed. Payments after the due date will not be accepted.

Kinder Club

Our next Chalcot Kinder Club will be on Wednesday 10th August from 2.30pm to 3.30pm. This is an important part of our Transition Program, which facilitates a smooth and confident entry for children into primary school life. During Kinder Club, parents are welcome to have a chat over a cupper in the staffroom.

Enrolments for 2017

We are currently firming up projected enrolment numbers to facilitate planning and preparations for 2017. Consequently, parents who have children who will be starting school at Chalcot next year are requested to submit completed enrolment forms to the office as soon as possible. Enrolment packs are available at the office.

We would also appreciate if you could advise the office if your family will not be attending Chalcot Lodge next year.

Bringing Students to School by Car

Parents who drive their children to school and use the front pedestrian gate are advised to enter Primrose Hill Close from the northern end (closer to Kennington Park Drive). Drivers may then use the parking bay to allow children out of the car. There is NO STANDING allowed opposite the school from 8.30 am to 9.00 am and from 3.15 pm to 3.45 pm.

For safety reasons, parents must not double park. It is a most dangerous practice for children to enter or alight a car double parked in the middle of the road. It is not a good road safety example to be seen by children. The City of Casey Council patrols this area and will readily book offenders. Fines for such offences are quite substantial. The school has no control over the issuing of these fines and cannot enter into discussions with The City of Casey regarding fines. Double parking or parking in 'No Standing' zones is illegal - even if "for only a few seconds". Our prime concern is for the safety of our students.

School Policy Review and Development

In line with the Child Safety Standards, Chalcot Lodge PS has been reviewing related policies and developing new policies to ensure that the school meets its obligations to Child Safety. School community input is welcome in relation to the following policies: Child Safety, Child Safety Code of Conduct, eSmart, Visitors, Working with Children's Check, Attendance and the Statement of Commitment to Child Safety. If you would like to make any comments in relation to these policies, please feel free to email your comments to me via the schools email address at chalcot.lodge.ps@edumail.vic.gov.au.

Monica Ghirxi
Principal

FROM THE ASSISTANT PRINCIPAL

Talking to Your Child's Teacher

There are two types of conversations you could have with your child's teacher: a short discussion over a simple, minor matter or an in-depth discussion over an ongoing issue or something more serious, which usually requires an appointment with the teacher.

Some common issues that are raised with teachers include:

- how well my child is doing with their school work
- improving my child's reading
- identifying my child's strengths
- improving subjects that my child is not strong in
- how my child gets on with other children
- concerns about things going on in your family.

Some things you can do to prepare for these discussions include finding the right time to talk to your child's teacher and being prepared ahead of time for these discussions.

When asked how they'd like parents to approach them, teachers suggested that parents should:

be clear about what they want to discuss have an idea of what they would like to happen or what outcome they would like to achieve talk about current issues and try not to bring up things that happened in the past or are not relevant to what is happening now come with a positive attitude with the understanding that you and the school will work together in a way that benefits your child's learning make a plan and decide together what the teacher will work on in the classroom and how you can help at home decide how you will keep in touch with the school and your child's teacher – by phone, email or follow-up meetings.

Finding the right time

To find the right time for having a discussion, you could start by asking your child's teacher if they have time to talk or when it might be convenient for them to do so.

It may not be practical to have an extended conversation lasting more than a couple of minutes during drop-off and pick-up times at school. It is probably best if you arrange a time when you and your child's teacher could sit down and discuss the issue in detail without distractions.

Make an appointment

To make a time to talk to your child's teacher, you can contact the school office. You can let them know how long you think you'll need and when the best time for you would be.

You can also be specific about what you'd like to talk to the teacher about. For example, you might say, "Lucy's been having trouble with the book sent home last week. She struggled with the book and had a lot of trouble with some of the bigger words. We stopped reading after 30 minutes because she was getting so frustrated. Can we speak about some things we can do to help Lucy with her reading?" This ensures that everyone is clear about what will be discussed.

You can also let them know if this should be a face-to-face meeting or over the phone. If you are not sure which type of meeting would be best, you can ask the school office for their advice.

You should be flexible about the timing of the appointment and recognise that while the timing may not be ideal, the fact you and your child's teacher can have a discussion is a great outcome for your child.

If you need a translator, this should be arranged with the school at the time you make the appointment.

Collection of Students

If for some reason you, or your child's carer, is delayed after school, please contact us so that your child can be brought into the office to wait. Children often become distressed if they are not collected at the usual time. By letting us know of your delayed arrival, we can avoid any unnecessary distress.

Students who have not been collected by 3.45pm are to come into the office to wait for their parents. Once students come into the office, they will not be allowed to leave the building unaccompanied. Parents or carers will have to come inside to collect the students from the office.

Mr P's Footy Predictions

HAWKS by 50pts

PIES by 20pts

BLUES by 4pts

CATS by 100pts

NORTH by 12pts

CROWS by 100pts

WEST COAST by 24pts

SWANS by 20pts

GIANTS by 50pts

Paul Poliviou

Assistant Principal



DIARY DATES

Tuesday	9 th	August	Jeans for Genes Day	Gold coin donation
Wednesday	10 th	August	Kinder Club	2.30pm – 3.30pm
Wednesday	10 th	August	School Council	7.00pm – Staffroom
Wednesday	10 th	August	Yr 5/6 Interschool Sports	\$11 payment due via QKR
Wednesday	10 th	August	2017 Yr 5/6 Camp Meeting	2016 4/5 students. 6.30pm – 5/6 Unit
Friday	12 th	August	Pizza Day	Orders due by 7 th August via QKR
Friday	12 th	August	5/6 Interschool Sport	Away – Narre Warren Nth PS
Tuesday	16 th	August	Maths Competition	ICAS
Tuesday	16 th	August	Assembly	2.45pm – Hall
Wednesday	17 th	August	Choir concert	7.00pm – Hall
Friday	19 th	August	5/6 Interschool Sport	Home – Mossgiel Park PS (Maroon)
Monday	22 nd	August	District Athletics	Selected Students
Tuesday – Friday	23 rd - 26 th	August	Life Education	\$9 payment due by 17 th August via QKR
Friday	26 th	August	5/6 Interschool Sports	Home – St Paul Apostle North PS
Monday	29 th	August	Yr 6 PALS	\$25 payment due by 24 th August via QKR
Monday	29 th	August	Yr 5 Graffiti Awareness Program	
Monday	29 th	August	Parent Club Meeting	6.30pm – Staffroom
Tuesday	30 th	August	Assembly	2.45pm – Hall
Wednesday	31 st	August	Movie Night	7pm start. Tickets available via QKR
Thursday	1 st	September	Fathers' Day Stall	TBA
Friday	2 nd	September	Father's Day Breakfast	TBA
Friday	2 nd	September	5/6 Interschool Sports	Away – Mossgiel Park PS (Navy)
Sunday	4 th	September	Fathers' Day	
Monday	5 th	September	Yr 6 PALS	\$25 payment due by 24 th August via QKR
Tuesday	6 th	September	Parent Club Footy Day	TBA
Wednesday	7 th	September	Kinder Club	2.30pm – 3.30pm
Thursday	8 th	September	Dolphin Research Institute	Green Team
Friday	9 th	September	5/6 Interschool Sports	Away – Thomas Mitchell PS (Blue)
Sunday	10 th	September	Yr 6 Grad Bunnings BBQ	Dandenong 8.00 am – 4.00pm



LITTLE FROGS PLAYGROUP

The Little Frogs Playgroup will continue every Wednesday at 9:15am for the rest of the year except school holidays. If you would like to take part in this wonderful program, please contact the office on 9700 4455.

BEFORE AND AFTER SCHOOL CARE

Child Care Benefit and Child Care Rebate available for all families.

Morning: 7.00am – 8.45am Monday to Friday during school term, excluding all Victorian Public Holidays.

Permanent/casual: \$ 15.00.

Breakfast is provided until 8.30am.

Afternoon: 3.30pm – 6.00pm Monday to Friday during school term, excluding all Victorian Public Holidays.

Afternoon snack and drink provided.

Permanent/casual: \$ 19.00.

This week activities include:

- Wall Art
- Chalk designs
- Science experiment
- Animal hand shapes
- Hula hoop & ball games

If you have any concerns please feel free to speak to Shani on 0400 194 859 during session times or come in and have a chat!

Y.L.V Team

UNIFORM SALES

School uniform items can be purchased directly from the Beleza School Uniform Store at shop 7, 151 – 159 Princess Hwy, Hallam, phone 9702 3181. Mastercard and Visa are accepted.

Beleza order forms are also available at the school office. When placing your order you will need to make payment to the school either by cash or by completing your credit card details on the order form. Beleza staff will then deliver your order the school.

SCHOOL BANKING

Don't forget that EVERY FRIDAY is School Banking day and students should hand in their deposit book first thing on Friday morning.

REWARDS NEWS: The MUD SPLAT HANDBALL is NO LONGER AVAILABLE, and there is ONLY ONE FLYING SNAKE TAIL available for our bankers to order. If your child wishes to order the Flying Snake Tail, please also show a second choice, in case we have run out. The following items are available while stocks last: Backtrack Eraser Pen (new item), Dollarmites MoneyBox, ET DVD, Galaxy Glider, Intergalactic Rocket, Jump and Skip Rope (new item), Outback Pat Bag Tag, Outer Space Savers Money Box, and Wildlife Writer Set. If you don't have an order slip for any of these, just supply a note along with your 10 tokens.

AUSTRALIA ZOO COMPETITION: Students who have made a minimum of 15 deposits by the end of this term will automatically go in the running to win a family trip for up to 2 adults and 3 children to explore Australia Zoo and meet Bindi and Robert Irwin, so keep making those deposits!

TERM 3 COMPETITION: Students who make a minimum of 3 deposits over the 10 banking Fridays in Term 3 will have a chance to win some cool prizes, such as camping kits, instant cameras and magazine packs. There will also be a second prize pool, in which entrants who complete an online activity will be eligible to win one of 50 PlayStation 4 packs. Schools of eligible students are also in the running for prizes of sports equipment. For more details see the flyer that has been distributed.

Ingrid Williams
School Banking Coordinator

CHALCOT LODGE PRIMARY SCHOOL

POLICY: CHILD SAFETY CODE OF CONDUCT – ACCEPTABLE AND UNACCEPTABLE BEHAVIOUR

INITIAL COPY

16/04/2016

RATIFIED/ REVIEW

10/08/16

PURPOSE:

Chalcot Lodge is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

AIMS:

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Chalcot Lodge will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Chalcot Lodge will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including, excursions, and school camps and in the use of digital technology and social media.

IMPLEMENTATION:

The following principles will guide all adult's behaviour when undertaking child-connected work at Chalcot Lodge PS. These include:

- the adult/child relationship should be professional at all times;
- an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child;
- Ensuring as far as practicable that adults are not alone with a child; and
- an adult should not initiate or seek physical contact or contact with children outside school.

Acceptable Behaviour

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's Statement of Commitment to Child Safety at all times and adhering to the school's Child Safe policy;
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities;
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child;
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students;
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds;
- promoting the safety, participation and empowerment of students with a disability;
- reporting any allegations of child abuse or other child safety concerns to the school's leadership;
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse; and
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse;
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts);
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context;
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate;
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting;
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;

- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter;
- photograph or video a child in a school environment except when given permission by the school leadership in relation to school activities or where required for duty of care purposes; and
- in the school environment or at other school events where students are present, consume alcohol or take illicit drugs under any circumstances.

EVALUATION

The Child Safety Code of Conduct will be reviewed by staff in consultation with the Education Policy committee, every three years or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: CHILD SAFETY POLICY

INITIAL COPY

13/07/2016

RATIFIED/ REVIEW

10/08/16

PURPOSE

Chalcot Lodge Primary School is committed to child safety and will develop, implement, monitor and evaluate risk management strategies to ensure child safety in the school environment.

AIMS:

1. Identify the school's child safety risks.
2. Identify any risk mitigation measures and internal controls.
3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
4. If the risk is more than the "*acceptable level*", identify further risk management strategies through additional controls or prevention, detection or mitigation strategies and then reassess the risk.
5. To ensure the school's processes and practices reflect Ministerial Order No. 870, address Child Safe Standards and meet the requirements for VRQA registration.

IMPLEMENTATION

Chalcot Lodge Primary School will have zero tolerance of child abuse. Child abuse includes physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.

All people engaged or recruited for child-related work, including volunteers, are required to hold a current Working with Children Check and/or VIT teacher registration to provide evidence for the school's records.

Implement the Mandatory Reporting Policy and ensure new teachers are inducted and that the policy is distributed to all staff at the beginning of each year. The Mandatory Reporting policy articulates legislative requirements for staff and advice on when and how to make reports.

Any allegations of abuse and/or safety concerns will be reported to the Department of Health and Human Services promptly.

Key staff including the Principal, Assistant Principal, Student Wellbeing Coordinator and Leading Teacher are identified within the school as having the knowledge of child safety issues and will act as the key contact point for others who have questions or concerns or want to report an allegation of child abuse.

The Parent's Obligation Agreement will include guidance for parents on how to respond if they have concerns about a child's safety.

Ensure appropriate supervision of all classes, excursions, camps and school environment. This is consistent with the school's Excursion/Invisit, Camp and Onsite Supervision policies that articulate expectations and risk management strategies. These policies align with DET policies and procedures.

The Chalcot Lodge Primary School is committed to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability by making appropriate accommodations.

The Skooville Program is implemented in Years 2 to 6 in order to promote the safe and appropriate use of communications over the web. All students (Prep to Year 6) participate in a Cyber safety, within their ICT lessons.

Relevant School Policies

Staff Register	Elimination of Sexual and Sex based Harassment
Working with Children Check	Equal Opportunity and Anti Harassment
Duty of Care	Student Engagement and Well Being
Mandatory Reporting	eSmart
Excursion/Invisit	Child Safety Code of Conduct
Onsite Supervision	Parent Helpers Obligation
Camps Policy and Guidelines	Global & Multicultural Education
Anti-bullying and Harassment	Working With Children's Check

EVALUATION

The Child Safety Policy will be reviewed by teachers in consultation with the Education Policy committee, every three years or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: STUDENT ATTENDANCE

INITIAL COPY

19/04/2006

DRAFT REVIEW

14/ 06/ 2016

PURPOSE:

To maximise student learning opportunities and achievement by ensuring that students attend school regularly and without unnecessary absences or lateness.

GUIDELINES

Strategies from the "It's Cool to be at School" Initiative will be implemented;

In line with Department of Education and Training Student Enrolment Guidelines, children between the ages of 6 to 16 years are required to be in full time attendance at a government or registered non-government school, unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director; Education is a sequential process and consequently, absences or lateness can lead to students missing important stages in the development of topics, causing them to find learning difficult;

Absenteeism may contribute significantly to students not achieving their full potential at school;

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent;

Parents have a responsibility to ensure that children attend school regularly and are only absent or late for an approved reason;

Principals are responsible to ensure that attendance records are maintained and monitored at school; and

Principals are responsible to ensure that unexplained absences or lateness are investigated and that high levels of absenteeism are adequately explained.

IMPLEMENTATION

Parents are to provide a written note through Tiqbiz or return a completed absence slip provided by the school to explain why an absence has occurred;

Verbal explanation in person or over the phone is welcomed, although is not acceptable for school records;

Teachers are to record all students' absences first thing in the morning and straight after lunch on the class roll;

Teachers will also record students as arriving late to school if they enter the classroom after the 9.00am bell;

Any student who arrives after the 9.00am bell is to attend the office, accompanied by a parent or supervising adult, to sign the late register and receive a late pass. The late pass must be handed to the class teacher by the student;

Teachers are to send late students to the office if they enter late without a late pass;

Each day, teachers will record those students who arrived late or who were absent on the previous day for the morning, afternoon or both and those students who have provided an explanatory note from their parents;

Each day, student absences will be aggregated on CASES21 data base and communicated to the Department of Education and Training (DE&T);

The DE&T and enrolment auditors may seek student attendance records;

Classroom teachers will contact parents to make enquiries about students who are absent without explanation for more than three days or who are frequently late;

If students continue to be consistently late or to have frequent unexplained absences, the class teacher is to advise the Leading Teacher or Assistant Principal who will contact the parents to obtain written explanations and to develop strategies to minimise lateness or absence;

The Leading Teacher or Assistant Principal will inform the Principal of any cases of ongoing unexplained lateness or absences or lack of cooperation regarding student attendance and the Principal will contact the parents to organise a formal attendance conference attended by the Principal, Assistant Principal and parents;

Unresolved attendance issues may be reported at the discretion of the Principal to the Department of Human Services; Student absence and lateness figures will appear on student half year and end of year reports;

Aggregated student attendance data will be reported to DE&T and to the wider community each year as part of the Annual Report;

Articles will be published in the school newsletter to highlight the importance of school attendance; and

The importance of attending school regularly and on time will be incorporated in the 'Blast off Program' at the commencement of each school year.

EVALUATION

The Student Attendance Policy will be reviewed by the Education Policy committee in consultation with the Leading Teacher, Principal and Student Wellbeing Coordinator, every three years or sooner as needed.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: WORKING WITH CHILDREN CHECK

INITIAL COPY

7/3/2014

RATIFIED/REVIEW

10/07/2016

PURPOSE

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this policy is to outline which positions at the school require a WWC check and the process to be followed.

GUIDELINES

This procedure applies to all positions at Chalcot Lodge Primary School including volunteers, consultants, external providers and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

Further information is available from the Working with Children Act 2005 (Vic) and the Department of Justice Working with Children.

Definitions

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at the school.

IMPLEMENTATION

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with the school;
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state the school's name "Chalcot Lodge Primary School".

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in school. **When can the candidate commence?**

Commencement is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC check?

Candidates who are required to undergo a WWC check as a condition of working at Chalcot Lodge Primary School will not be able to receive reimbursement for the cost from the school.

Responsibilities

Chalcot Lodge Primary School must:

- identify all staff who require a Working with Children check;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- **check all volunteers WWC through the Working With Children's Check Website at the beginning of each term;**
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file); and
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

Staff member or volunteers must:

- provide the successful WWC check card prior to commencement at school;
- notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence; and
- apply for a new WWC check before their card expires.

What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

School Register

The school will take a copy of each WWCC and filed in the Administration Filing Cabinet as per the Staff Registers Policy.

The register will be placed on the admin network.

EVALUATION

This policy will be reviewed by the Administration Team in consultation with the Education Policy Committee, every three years, or sooner if required.

POLICY: Visitors

INITIAL COPY DRAFT REVIEW

10/06/2009

18/07/2016

Purpose

To provide a safe and secure environment for our students, staff and resources by implementing protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Guidelines

- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business.
- Schools are educational institutions and are not public places.
- Duty of Care in relation to the safety and privacy of students is of paramount importance, and any potential risks posed to students by visitors must be considered, minimised or eliminated.
- Whilst it is important to provide an inviting and open school, the safety of students, staff and resources must remain the highest priority.
- Chalcot Lodge Primary School has a zero tolerance to child abuse.. Child abuse includes physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. Chalcot Lodge Primary School promotes child safety within the school environment and ensures that our students are protected from abuse and neglect.

Implementation:

- The following principles will guide all adult's behaviour when undertaking child-connected work at Chalcot Lodge PS. These include:
 - the adult/child relationship should be professional at all times;
 - an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child;
 - Ensuring as far as practicable that adults are not alone with a child; and
 - an adult should not initiate or seek physical contact or contact with children outside school.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a 'Sign in Register' book and will be assigned a "Visitor" badge which they must wear at all times within the school to indicate that they have School Council approval to work at or beyond the school premises on school business;
- Visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book;
- All volunteers and contract workers at the school, including parent helpers, are required to have a current "Working With Children Check";
- Visitors within the school who have failed to follow this process will be reminded to do so.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and the Chalcot Lodge Handbook;
- All contractors will be given a copy of the 'Contractor Induction handbook' and a current 'Emergency Management Plan'.

- All contractors will need to complete the ‘Occupational Health and Safety Job Safety Analysis’ before the commencement of each minor works;
- At the commencement of each term, School Council will approve the school’s ‘Volunteer Workers’ list;
- Where a School Council meeting has not been scheduled, School Councillors will be provided with a written list of new parent helpers for approval through a return slip;
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort;
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries inside or outside school operating hours;
- The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for; and
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.

Evaluation

The Visitors Policy will be reviewed by the Principal and Assistant Principal in consultation with the Education Policy Committee, every three years or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: eSmart

INITIAL COPY
1/3/2016

RATIFIED REVIEW
10/08/16

PURPOSE

Chalcot Lodge Primary school uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the Internet. This policy should be read in conjunction with the 'eLearning and Technology Policy'.

GUIDELINES

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the 'Technology Policy' and the 'well being and disciplinary policy.'
- Educate Chalcot Lodge Primary School students to be smart, safe, responsible and ethical users of digital technologies as per the 'Technology Policy.'
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives and is best taught in partnership between home and school.
- Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

IMPLEMENTATION

- Chalcot Lodge Primary school staff have knowledge of the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
- All Chalcot Lodge Primary school students will undertake a Cybersafe program (ICT Specialist) and will be required with their parents to sign an Internet Licence Agreement before they will be permitted to use any information and communications technology (ICT) at school.
- Safe and responsible online behaviour is explicitly taught at our school.
- Chalcot Lodge Primary School staff will raise student awareness of issues such as online privacy and intellectual property including copyright.
- Chalcot Lodge Primary School will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds, during school times. If Permitted, the device needs to be handed in to the office in the morning and it will be stored in a secure place. The device can then be collected at the end of the day.
- Chalcot Lodge Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All incidents of Cyberbullying must be referred to the Principal, Assistant Principal and the ICT coordinator for investigation and any action taken will be in line with the 'Well being and disciplinary policy.'
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.
- Students are advised to report an incident to their teacher immediately if:
 - They have experienced an incident of Cyberbullying.
 - They feel the welfare of other students at the school is being threatened.
 - They come across sites which are not suitable for our school.
 - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
 - They accidentally do something which is against the rules and responsibilities they have agreed to.
- Any student who does not follow the rules of the Internet Licence Agreement and the 'Technology Policy' will lose their ICT privileges for a length of time as deemed appropriate by the Principal or ICT Coordinator. They will also be required to complete additional Cybersafety lessons before their privileges are returned.
- The eSmart Agreement also applies during school excursions, camps and extra-curricular activities.

EVALUATION

The eSmart policy will be reviewed by the eLearning Coordinator in conjunction with the Education Policy Committee, every three years or sooner if required.

Chalcot Lodge Primary School

STATEMENT OF COMMITMENT TO CHILD SAFETY

Chalcot Lodge Primary School is committed to safety and wellbeing of all children and young people and has zero tolerance for child abuse. This will be the primary focus of our care and decision-making. Chalcot Lodge Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are 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 a disability.

Every person involved in Chalcot Lodge PS 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.

In its planning, decision-making and operations, Chalcot Lodge PS will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure 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;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.