

STUDENT WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9395 3533

Email: carranballac.p9@education.vic.gov.au

PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour.

Carranballac P-9 College is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked. The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

SCOPE

This policy applies to all school activities, including camps and excursions.

CONTENTS

1. School profile
2. School values, philosophy and vision
3. Engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations
7. Engaging with families
8. Evaluation

CHILD SAFETY

Carranballac P-9 College is a child safe organisation which welcomes all children, young people and their families. We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. The school adheres to the [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments and will ensure that student engagement and wellbeing strategies are developed inclusively to meet the needs of all students.

STUDENT WELLBEING AND ENGAGEMENT POLICY

POLICY IMPLEMENTATION

Carranballac P-9 College is committed to ensuring that information and procedures to enable and to respond to concerns raised by students are age-appropriate, simple, and accessible for all students including students from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander students, students with disability, LGBTIQ+ students and other vulnerable students. We openly display contact details for independent child advocacy and child helpline services throughout the school. The school delivers age-appropriate education to all students about:

- healthy and respectful relationships (including sexuality)
- resilience and coping with adversity
- child abuse awareness and their right to be safe
- their right to make decisions about their body and their privacy
- how they can raise concerns about safety, abuse or other harm
- any concerns raised will be taken seriously and responded to appropriately

Information about these and other child safety and wellbeing topics, is made available to all students through various age-appropriate engagement and wellbeing initiatives as well as communications such as newsletters and the school's website and communication portal. Child safety and wellbeing topics are also incorporated into the school's curriculum.

In our school a range of student diversity exists. Within this diversity, our school aims to challenge all students to become optimistic, resilient, creative and critical thinkers. We seek to promote our school values of diversity, achievement, responsibility and endeavour throughout the curriculum, in co-curricular activities, and in our daily operations.

1. School profile

Carranballac P-9 College was opened in 2002 and is situated in the suburb of Point Cook in the east of the City of Wyndham. The College has seen significant growth since the time as it was established in one of the major growth regions in Melbourne's Western Suburbs. Point Cook has a natural coastal park and is situated on the western edge of Port Philip Bay between the metropolitan area and Geelong. Point Cook is also the home of the RAAF Base William, which currently houses the RAAF Museum.

International and interstate migration have played a major role in the development of the population in the area in conjunction with more affordable housing in this growth corridor. Industrial estates in the surrounding suburbs of Laverton and Altona also bring workers into the area.

Carranballac P-9 College is a Foundation – Year 9 College, encompassing two campuses, Boardwalk School and Jamieson Way School. Both campuses cater for the needs of students across three sub-schools, Foundation–Year 2, Years 3–6 and Years 7–9. In 2021, there are over 1250 students enrolled across the college, with approximately half of enrolments at Boardwalk and half at Jamieson Way. The College planning documents and processes address the needs of all students and support teachers to work

STUDENT WELLBEING AND ENGAGEMENT POLICY

collaboratively. Professional development activities are aimed at building capacity by enhancing the skills of all staff to promote students' well-being and academic growth.

We are steadfast in our resolve to build strong partnerships with the local community. The continued development and growth of our educational community is fuelled by the commitment and enthusiasm of staff who strive to provide a rich, authentic learning environment that caters for the individual needs of the whole child. The College also has a strong Parents and Friends organisation that is very active both in its support of programs and the expansion of facilities and resources.

Our college is motivated towards the development of 'excellence in life-long learning with students who are resilient, connected and respectful citizens' who care about their world and care for one another. The college ethos and practice reflect a commitment to individual development and the personal wellbeing of all students through fostering a safe and caring environment. Positive attitudes and leadership skills are built through our Duke of Edinburgh and Compass Awards, SoundGarage, Student Leaders program, Green Gang, Student Representative Council, Kids Teaching Kids, Cultural Mentoring, performing arts events and sporting competitions. Student leadership is also enhanced through outdoor education experiences and challenges including the camps program.

The college uses the Victorian Curriculum to plan and implement a comprehensive and rigorous curriculum at all levels encompassed by consideration for the personal, social and emotional wellbeing of individuals. Literacy and Numeracy are identified priorities with programs developed to focus on improving student learning outcomes in these areas. In the primary years, an integrated curriculum approach is taken. In secondary years students are taught by specialist subject teachers. We pay particular attention to provide relevant curriculum to individuals and groups of children and young people in our community with additional and specific needs. Teachers are supported to map and develop teaching and learning activities within the Victorian Curriculum priorities to enable staff to build their confidence with Aboriginal and Torres Strait Islander content and to recognise opportunities to draw upon Aboriginal pedagogies and practices within their classrooms.

The college uses NAPLAN data, English On-Line, Maths On-Line, On Demand Testing and Attitudes to School Survey as part of its suite of tools to improve student outcomes and school performance. Students with special learning needs receive instruction in the general education classroom and participate in extra-curricular activities with the necessary support. The college provides access to internal and external clinicians, education support staff; English as an Additional Language (EAL) and literacy intervention programs.

Carranballac P-9 College has a range of flexible teaching and learning areas, including well-resourced libraries, music rooms (including a recording studio and rehearsal rooms), science labs and a Performing Arts Centre, which is used for staff, student and community events. There are also extensive Information Technology laboratories, Food Technology kitchens and dining rooms, a Wood Technology room and a Visual Arts facility, which includes Graphic and Textile rooms. An open plan building was established through the BER program. Students have access to many outdoor facilities including upgraded ovals, basketball courts, shade covered playgrounds and assembly/play areas enhanced with artificial turf. Well-appointed administration areas also add to our modern learning environment.

STUDENT WELLBEING AND ENGAGEMENT POLICY

The teaching profile Carranballac P-9 College is composed of 87.2 (EFT) which includes, 1 Principal, 2 Campus (Assistant) Principals, 4 Assistant Principals, and 5.8 Leading Teachers. They are supported by 28.7 ES staff who fulfil various duties across the school. Within this, the College supports a Student Well-being Department which consists of a Coordinator, a Mental Health Practitioner, a Speech Pathologist and a Defence Schools Mentor.

2. School values, philosophy and vision

The college mission, vision and values were developed through a consultative process with students, staff and community. They form and underpin our behaviour and wellbeing frameworks.

College Mission

Our college fosters excellence in lifelong learners who are resilient, connected and respectful.

College Vision

One college, infinite possibilities, working together, embracing the future.

College Values

- Respect
- Inclusiveness
- Resilience
- Integrity
- Responsibility

3. Engagement strategies

Carranballac P-9 College recognises that the most effective teaching and learning occurs in an environment where teachers and students maintain strong, positive and respectful relationships.

Carranballac P-9 College has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

Encouraging Expected Behaviours

Teaching expected positive behaviours is necessary, but not sufficient for success in learning. Schools must also provide incentives to encourage students to use pro-social skills. The critical element of an incentive system is not the token or tangible, but the social acknowledgement and interaction between the student and the school. Carranballac P-9 College has developed and implemented school strategies for staff to use when students exhibit the expected positive behaviours related to the school values and expectations.

Positive Reinforcement

STUDENT WELLBEING AND ENGAGEMENT POLICY

The implementation of School Wide Positive Behaviours (SWPBS) and Social and Emotional Learning (SEL) programs across the school supports the provision of a safe and supportive learning environment. Carranballac P-9 College adopts a whole-school behaviour management approach that is based on pro-social values, social competencies, incentives and positive peer relationships.

The college approach creates a positive school climate and a culture of student competence so that all students understand clearly what is expected of them, together with an open, responsive management system for school leaders, teachers, students and parents. This includes establishing practices and systems, such as effective collection and analysis of data, needed to support all students, including those most vulnerable, to achieve both academic and social success.

Our key focus is on prevention and early intervention strategies that:

- define and teach school-wide and classroom expectations
- establish consistent school-wide and classroom consequences for problem behaviour
- establish school-wide and classroom processes for early identification of students experiencing academic and/or behaviour difficulty
- provide school-wide and classroom processes for ongoing collection and use of data for decision-making
- empower students by creating multiple opportunities for them to take responsibility and be involved in decision-making
- provide a physical environment conducive to positive behaviours and effective engagement in learning

Our aim is to increase parent engagement through greater involvement in classroom curriculum support, excursions and parent learning programs and through the implementation of SWPBS and SEL programs that manage incidents via increasingly clear and well-understood processes. This in turn promotes better community engagement. We endeavor to maintain strong relationships with all relevant support agencies.

3.1. Universal strategies

- An attendance program, currently the 'HERO Program'. The *Here Everyday Ready Overtime* program was developed to decrease absence and lateness at Carranballac by staff
- Undertaking relevant Victorian Academy of Teaching and Leadership programs such as *Creating a High Performance Learning Culture* program.
- Student Representative Council. Primary and Secondary SRCs are in place at each campus.
- Before and After School Care and Holiday Care provided by an external provider.
- Student Leadership Positions including School Captains, Year Level Leaders and Assistants from Years 5 - 8, House Captains in Year 9 and 6.
- Health and sexuality programs
- Student Environment Leaders ('Green Gang'). Multi-year-level sustainability advocates.
- Duke of Edinburgh Award program
- Camps and outdoor education programs for students from Years 3 - 9

STUDENT WELLBEING AND ENGAGEMENT POLICY

- eSmart Framework accreditation. The Alannah and Madeline Foundation cyber-safety and cyberbullying behaviour-change initiative.
- Year 9 electives program
- Gradual Release of Responsibility pedagogical model
- Respectful Relationships

3.2. Targeted strategies

- Defence Schools Mentor
- Speech Pathology assessments
- Levelled Literacy Intervention
- Transition Programs. Entry programs to Carranballac P-9 College at Foundation and Year 7. Exiting programs from Carranballac P-9 College at Year 9 level, and also in place for students transitioning into Years 3, 5 and 7 internally
- A program that facilitates social and emotional skills for healthy relationships and values, currently 'Drumbeat' and 'Kapa Haka'
- Pasifika and African cultural liaison mentors
- Social skills groups
- Referral to Navigator Program
- Year 9 Pathways and Morrisby career counselling
- Youth focussed school services

3.3. Individual strategies

- College Wellbeing Manager
- Mental Health Practitioner
- Cairnmillar Institute Provisional Psychologists
- Student Support Groups focused on Individual Learning Plans and re-engaging students at risk
- Individual Behaviour Support Plans
- Travencore Newstart Program and other external agencies supporting engagement and wellbeing programs for students with unique circumstances

4. Identifying students in need of support

Carranballac P-9 College is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Carranballac P-9 College will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance

STUDENT WELLBEING AND ENGAGEMENT POLICY

- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families and external allied health practitioners
- self-referrals or referrals from peers
- government and community-based agencies responsible for students in out of home care

5. Rights and Responsibilities of Students, Parents/Carers and Teachers

All members of our school community have a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Student Rights	Student Responsibilities
<ul style="list-style-type: none"> • To work in a secure environment where, without intimidation, bullying (including cyberbullying within the college online environments) or harassment, they can fully develop their talents, interests and ambitions. • To be able to participate fully in the college's educational program. • To be allowed to develop as individual learners who increasingly manage their own learning and growth by setting goals and managing resources to achieve these goals. 	<ul style="list-style-type: none"> • To participate fully in the college's educational program and to attend school every day. • To display positive behaviours that demonstrate respect for themselves and all other members of the college community. • To demonstrate respect for the rights of others, including the right to learn. • To contribute to an engaging educational experience for themselves and other students. • To take greater responsibility as they progress through school for their own learning and participation as members of the whole college community.
Parent/Carer Rights	Parent/Carer Responsibilities
<ul style="list-style-type: none"> • To expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged. • To expect that the college will communicate with them regarding their child's learning progress. 	<ul style="list-style-type: none"> • To promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours. • To ensure their child's attendance at school every day. • To engage in regular and constructive communication with college staff regarding their child's learning. • To support the college in maintaining a safe and respectful learning environment for all students.

STUDENT WELLBEING AND ENGAGEMENT POLICY

Teacher Rights	Teacher Responsibilities
<ul style="list-style-type: none"> To expect that they will be able to teach in an orderly and cooperative environment. To be informed, within privacy requirements, about matters relating to students that will affect the teaching and learning program for that student 	<ul style="list-style-type: none"> To fairly, reasonably and consistently, implement the student engagement policy. To know how students learn and how to teach them effectively. To know the content they teach. To know their students. To plan and assess for effective learning. To create and maintain safe and challenging learning environments. To use a range of teaching strategies and resources to engage students in effective learning.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our *Complaints Policy*.

Curriculum Development

All students have the right to access curriculum which addresses their academic, physical and social needs. The school is responsible for curriculum delivery and design. Curriculum documents are available to staff and parents/carers. Where applicable Carranballac P-9 College will provide a variety of programs and interventions that will address the specific needs of students in relation to gender, special learning needs, disabilities and impairments, giftedness and students from language backgrounds other than English. This might include:

- An Individual Learning Plan for each student at risk academically outlining in detail the students' learning goals.
- A Student Absence Learning Plan for when a child has an extended absence from school.
- A Behaviour Action Plan to develop strategies for students experiencing behavioural difficulties.

Participation

Carranballac P-9 College respects the rights of each student to participate in all aspects of school life. Participation is only restricted if and when a student's behaviour infringes on the rights of others and/or places a student at risk. Withdrawal from programs and or the provision of a limited timetable will be negotiated with students' parents/carers as part of a staged response to managing behaviour and/or wellbeing.

Harassment and Victimisation

All members of the school community have a right to feel safe, be treated with respect and given every opportunity to play and work without interference. All members of the Carranballac P-9

STUDENT WELLBEING AND ENGAGEMENT POLICY

College community are expected to respect individuality, diversity, differences of opinion, rules and rights of others.

5. Student behavioural expectations and management

Behavioural expectations of students are grounded in our school's *Statement of Values* and *Student Code of Conduct*.

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy and in accordance with our *Bullying Prevention Policy*.

When a student acts in breach of the behaviour standards of our school community, Carranballac P-9 College will institute a staged response, consistent with the Department's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Our school considers, explores and implements positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class.

Staged response to managing inappropriate student behaviour

https://www.carranballac.vic.edu.au/uploaded_files/media/bm_staged_response_for_website.pdf

The College will discipline students based on principles of procedural fairness using staged responses to manage student behaviour.

The College identifies three categories of behaviour using a traffic light system:

Green: positive behaviours that will result in the awarding of positive rewards.

Amber: lower level misbehaviours including:

- Failing to meet classroom and/or yard expectations
- Failing to follow direct instructions

Red: serious misbehaviours including:

- Posing a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person
- Causing significant damage to or destruction of property
- Committing or attempting to commit or is knowingly involved in the theft of property
- Possessing, using or selling or deliberately assisting another person to possess, use or sell illicit substances or weapons
- Failing to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person
- Repeatedly engaging in behaviour that hurts, vilifies, defames, degrades or humiliates another person (i.e. Bullying)

STUDENT WELLBEING AND ENGAGEMENT POLICY

- Consistently behaving in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with the Carranballac P-9 College Bullying Policy.

https://www.carranballac.vic.edu.au/uploaded_files/media/bullying_harassment_policy_updated_april_2017.pdf

When a student acts in breach of the behaviour standards of our school community, Carranballac P-9 College will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines and Behaviour policy. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Our college considers, explores and implement positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as withdrawal of privileges or withdrawal from class.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our college will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to the Team Leader/Year Level Coordinator
- restorative practices
- referral to Assistant/Campus Principal
- behaviour support and intervention meetings
- suspension
- expulsion

Student Discipline procedures – suspension and expulsion

Suspension, expulsion and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:

- [PAL Suspensions Policy](#)
- [PAL Expulsions Policy](#)
- [PAL Restraint and Seclusion Policy](#)

Error! Hyperlink reference not valid. In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

STUDENT WELLBEING AND ENGAGEMENT POLICY

The Principal of Carranballac P-9 College is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Carranballac P-9 College has clearly stated expectations of appropriate behaviours. All members of the school community share responsibility to support the appropriate behaviour expectations outlined in the school agreements. In cases where students do not meet the expectations, every effort is made to provide consequences in a consistent, fair and transparent manner to achieve positive outcomes for the student.

Students will only be excluded from school when all other measures deemed appropriate have been exhausted or been implemented without success or where immediate suspension is the only appropriate course of action given the student's behaviour. Suspension or expulsion measures are the responsibility of the school governing Board, the principal and/or deputy principal.

The school will consider the educational and emotional impacts on the student and take into account situations where a student is in out-of-home care, a Koori student, and/or a student with a disability, when taking suspension or expulsion measures. If a student is suspended it should be for the shortest time necessary. The period of suspension should be used by the school, the student and the student's parents/carers as an opportunity to reflect on the present difficulties and develop positive, student-focused re-engagement strategies.

The Principal of Carranballac P-9 College is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Corporal punishment is prohibited in our school and will not be used in any circumstance.

7. Engaging with families

Carranballac P-9 College values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to relevant school policies and procedures, available on our school website
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students

8. Evaluation

Carranballac P-9 College will collect data each year to understand the frequency and types of wellbeing or engagement issues that are experienced by our students so that we can measure the success or otherwise of our school-based strategies and identify emerging trends or needs.

STUDENT WELLBEING AND ENGAGEMENT POLICY

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21, including attendance and absence data
- SOCS

Carranballac P-9 College will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and through COMPASS
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

Our school will also ensure it follows the mandatory parent/carer notification requirements with respect to suspensions and expulsions outlined in the Department's policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

FURTHER INFORMATION AND RESOURCES

Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Bullying Prevention Policy
- Child Safe Policy
- Child Safe Code of Conduct
- Digital Learning Policy
- Duty of Care, Yard Duty and Supervision Policy
- Inclusion and Diversity Policy
- Parent Complaints Policy
- Statement of Values and School Philosophy

STUDENT WELLBEING AND ENGAGEMENT POLICY

Related Department of Education and Training policies

The following Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years, or earlier as required following analysis of new research or school data. Proposed amendments to this policy will be discussed with students, staff and parents at School Council.

Policy last reviewed	July 2022
Approved by	Principal
Consultation (Recommended)	Students/School staff/School Council July 2022
Next scheduled review date	July 2024