



Playford

Primary School

excellence & empowerment

Policy Documents

- Attendance
- Uniform
- Sun Smart
- Medical
- Nut Aware
- Behaviour Management
- Anti-bullying
- Mobile Phones
- Volunteer

The enrolling parent/caregiver has signed and agreed to read and understand Playford Primary School's Policies. If you have any queries regarding any of the Policies please do not hesitate to contact the school to discuss your concerns.



Government of South Australia
Department for Education

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Attendance Information for Parents/Caregivers

School Times

- Lesson times are from 9.00am to 3.10pm. A teacher is on duty from 8.40am to 9.00am in the mornings and from 3.10pm to 3.25pm after school.
- Students can enter classes at 8.55am. Siren sounds at 9.00am for the lessons to start.
- Before and After School Care is provided from 6.30am in the mornings and until 6.00pm in the evenings. Please contact OSHC on **8254 4198** if you require this service.
- If your child is going to be absent from school please let the school know either by direct contact, phone call, a note in your child's diary or SMS to **0416 906 281** explaining the reason for the absence.

What should I do if my child is late for school or needs to leave early?

If a student arrives at school after 9.00am the student must sign in at the Front Office and collect a late slip. The parent/caregiver must provide a reason for the lateness either in person when signing them in, via a phone call or a note in the child's diary. If you are collecting your child early the parent/caregiver needs to sign the child out at the Front Office first and collect an early dismissal slip to hand to the child's teacher.



Compulsory enrolment and attendance at school

Under the Education Act of South Australia, parents and /or caregivers are held responsible for the regular attendance of all children in their care. All children aged between 6 and 17 years of age must be enrolled and attend school regularly. The Department states that absence is considered as:-

- Habitual if it is 5 days absent per term
- Chronic if it is 10 days absent per term.

It is the school's responsibility to follow up any absences that fall into either category.

Is regular attendance important?

Yes: If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the junior and primary years often leads to the development of poor attendance at high school.

Six days absence per term from Reception to end of Year 7 equals one year of schooling missed.

Half an hour late each day equals five days absence per term.

Punctuality is also important. The first part of the morning is crucial to set the students up for a successful day. Information is shared and instructions are given.

Must I notify the school if my child has been away?

Yes: it is expected that you notify the school of absences as they occur. On return to school, if your child has been absent for three or more days due to illness, a note is required from the child's doctor to cover the absences.

Attendance Information for Parents/Caregivers

(continued)

What happens if students are absent without either a phone call or a note from the parent/caregiver?

The following steps will be taken.

- Teachers will initially contact parents.
- If unexplained absences continue a letter will be sent to the parents from the Principal explaining our concerns.
- If the attendance problem continues the Principal, in consultation with the teacher, will refer the matter to our Social Workers (Truancy).

What is the role of the Social Workers (Truancy)?

Social Workers (Truancy) are members of the Department for Education professional teams providing a supportive service to students, parents and/or caregivers and school staff. Their aim is to assist with the full participation of all students in education.

Social Workers (Truancy) may assist by:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

If you are concerned about your child's attendance at school please have a chat with their class teacher.

Short family holidays during school time

Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to one calendar month. Parent / caregivers should complete an 'Application for Exemption from School' form and forward to the Principal giving relevant details of the holiday. Exemption forms are available from the Front Office. Parents/caregivers will be notified in writing if temporary exemption has not been approved.

Leave longer than one month

If you are going on a long holiday you still need to apply to the Principal. All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to complete an 'Application for Exemption from School' form and forwarded to the Principal. This exemption is then forwarded to the Department for Education District Office for approval by the District Director.



Uniform Policy

Students at Playford Primary School wear their school uniform proudly and present a positive image to the local community.

This policy explains the dress code which all students are expected to follow. It has been developed in conjunction with students, staff and Governing Council.

Why does Playford Primary have a school uniform?

Almost all schools in South Australia have a school uniform policy. **The key reasons for having uniform clothing items are:**

- The ready identification of students by staff (for student safety, differentiating students from outsiders that may enter the school grounds).
- The need to further project a positive image of the school in the community and for excursions.
- The widely acknowledged view that uniform clothing items are the most economical form of school attire.
- Stops competition between students involving name brand clothing.
- It allows all students to learn in a safe, non – threatening environment without daily pressure from peer fashion.
- It encourages a pride within the school that involves all students.
- Allow students to access all aspects of the curriculum.

School uniform purchases

Uniform can be purchased from the Payments Window during opening times. Items of uniform can be ordered via the Front Office using our secure Payment Slot any day during school hours. Most items are kept in stock. Orders, with payment, are generally filled the same day and sent to class at the end of the school day.

EFTPOS is available. Price lists and order forms are available from the Front Office, specifying all styles.

Families in genuine financial difficulty can contact the Principal for assistance.

When uniform items are no longer required and are in good condition, they may be advertised on the community pin up board.

All students are expected to wear a school uniform (dress code) at all times.

Girls - summer

- Navy shorts / skorts / skirt
- Royal blue polo shirt
- Navy school hat
- Girls' summer dress

Girls - winter

- Navy track pants / bootleg pants
- Royal blue polo shirt
- Royal blue Fleecy Jacket
- Royal blue Fleecy Jumper
- Navy school hat

Boys - summer

- Navy shorts
- Royal blue polo shirt
- Navy school hat

Boys - winter

- Navy track pants
- Royal blue polo shirts
- Royal blue Fleecy Jacket
- Royal blue Fleecy Jumper
- Navy school hat

Iron on logos are available from the Payments Window.

Year 7 students may arrange for a special Year 7 jumper, in school colours, to be designed and worn.

As a **SunSmart school** all students are expected to wear the school hat at all times while outside.

It is advisable for parents/caregivers to clearly label all uniform items with their child's name.

Our school sells a range of school uniform items.

- Royal Blue Polo Shirt with the school logo
- Royal Blue Full zip or 1/4 zip Fleecy Jumpers
- Navy Shorts & Skorts
- Summer Dress
- Navy Bootleg Pants, Fleecy Pants & Summer Tracksuit Pants
- Navy Hat

Our main aim is to ensure that all students wear a top that makes them readily identifiable as a Playford Primary School student. We ask any student coming to school in a non-uniform item to report to Student Services.

Uniform Policy (continued)

Acceptable accessories

- Piercings: Ears Only - Stud or sleeper (no more than 2 per ear). Earrings must not be more than 2cm in diameter.
- One single strand necklace that has no large hanging pendant etc. This means no chunky chains or fashion accessories.
- Watch.
- One signet or band ring, one bracelet.
- Clear nail polish.
- Hair clips, ribbons that do not interfere with the wearing of the school hat.
- Jewellery cannot be worn if deemed unsafe whilst involved in any sporting activities and students may be asked to remove them for other school activities.

Unacceptable clothing and accessories

Unacceptable dress includes:

- Clothing not in school colours as outlined in this policy.
- Clothing with hoods, large advertising slogans, insignias or derogatory comments.
- Jeans and Leggings.
- Clothing which is not sun smart, including low cut, singlet and strappy tops.
- Inappropriate, unsafe footwear including thongs, ugg boots and shoes with high heels.
- School hats with brims cut out or graffiti written on them.
- Clothing in a poor state of repair.
- Skivvies are only to be worn under jumpers or long sleeve polo shirts.
- Wearing of make up and coloured nail polish and the use of bright colours in student hair.

Special Days

Sports Day:

Students wear sports outfits and add decorations to show their team loyalty. On this day students are allowed to come to school with their hair coloured in their team colour. This may however only be spray on colour that can be washed out that evening. Sprays cannot be brought to school.

Other Special Days:

Every now and then the school will announce a special day like "Loud Shirt Day" or a casual day to raise funds for the school or a charity. Students coming in non uniform must conform with safety requirements as outlined in this policy.

For example, sun smart and jewellery safety requirements will need to be followed.

Excursions:

Full school uniform unless written notification is sent home from the school outlining other arrangements have been made.

Each breach of policy will be treated individually and confidentially

- Consequences will be negotiated and we strive to be consistent and fair.
- Parents/caregivers will be notified if inappropriate clothing is worn and be requested to provide suitable clothing.
- Students will be asked to remove non uniform jewellery and collect it from the office at the end of the day.
- Where there is a repeated problem the school may require one of the second hand uniforms to be worn for the day.

Should a student be unable to wear their uniform for a day, a written note with a reasonable excuse must be presented to the school.

Exemptions

The State Government is fully supportive of uniform policies being established in primary schools, but provides exemptions on the following grounds:

- Genuine religious, cultural or ethnic needs.
- Genuine financial, medical or family sickness reasons.

In all situations, parent/caregivers can only gain exemption through approval from the Principal after written request.

This policy describes the way we expect students to dress when they come to Playford Primary School. It can never contain every item and state 'yes' or 'no' to its wearing.

We expect to be asked should you be unable to interpret our meaning in regard to a specific item that has become fashionable or we have not mentioned.

Our students look good constantly, and visitors to our school commend us on our students. We thank each family for the cooperation we receive.

Playford Primary is currently registered as a SunSmart School and has been accredited by the Cancer Council of South Australia. The objective of this policy is to implement a comprehensive Sun Protection Plan that actively protects students and staff from dangerous overexposure to the sun. This is reflected through curriculum activities, the behaviour of students, staff, parents and caregivers and the environment around the school.

This policy is endorsed so that students (Reception to Year 7) and staff are protected from harmful ultraviolet (UV) rays. Skin damage caused by harmful UV rays can lead to serious skin cancer (melanoma) in later life. Australia has the highest incidence of skin cancer in the world, with skin cancers accounting for around 80% of all new cancers diagnosed each year. At least 1 in every 2 Australians will be diagnosed with skin cancer in their lifetime.

This SunSmart policy is to be implemented throughout the year.

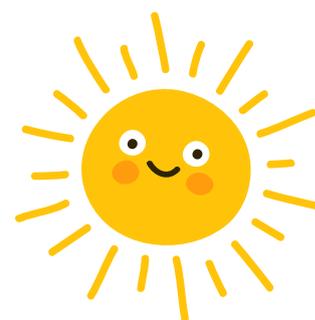
Objectives:

At Playford Primary School we aim to:

- Promote and practise positive attitudes towards practices that ensure skin protection.
- Teach children about lifestyle practices that can help reduce the incidence of skin cancer.
- Encourage children to accept personal responsibility for skin protection.

As part of the general skin protection strategy, it is compulsory that:

- All students and staff at Playford Primary School will wear a school hat when outside.
- Students participating in before and after school activities must wear a hat.
- Students participating in water activities (swimming, aquatics) must wear a T-Shirt.
- Students must wear sun smart clothing on casual clothes days.
- Students who do not wear a school hat during recess and lunch times will be required to play in a shaded area of the yard.
- Students who do not wear a school hat during sport lessons and/or any outdoor activities, will be required to sit in a shaded area and not participate.
- Staff members will provide positive role modelling regarding sun protection.
- Teachers will use shady areas and indoor venues whenever possible.



Our school will:

- Ensure that school hats are appropriate and satisfy The Cancer Council South Australia guidelines.
- Ensure that adequate shade is provided at sporting carnivals and outdoor events.
- Provide more shelters and shady trees.
- Encourage the use of SPF 30+, broad spectrum and water-resistant sunscreen.
- Incorporate programs on skin cancer prevention in the curriculum.
- Regularly reinforce the SunSmart Policy in a positive way through newsletters, parent meetings, student and teacher activities.
- Outdoor activities will be held in areas of shade whenever possible.
- Teachers will schedule outdoor activities before 10am and after 3pm from the beginning of September to the end of April, whenever possible, and when the UV is 3 and above outside of these times.

When enrolling a child, parents will be:

- Informed of the SunSmart Policy.
- Requested to purchase a school hat.
- Encourage parents/caregivers to provide SPF 30+, broad spectrum, water-resistant sunscreen for their child's use.
- Encouraged to practise skin-protective behaviour themselves.

Hot Weather Policy

Our school does not close or dismiss early because of hot weather. All classrooms and work areas are air-conditioned.

When the temperature on any given day is 35° or above at 12.45pm, students will play inside the classrooms during lunch.

After School Activities

If the temperature on any given day is advertised as 35° or more, all outside after school activities will be cancelled.

Policy Review

This policy will be reviewed annually to ensure that it meets the most current guidelines of the Cancer Council of South Australia.

Intervention

The school community support a note being sent home to parents/caregivers of students who repeatedly do not wear a hat to remind them of their responsibility in regard to their child's welfare.

Disciplinary action will only occur in relation to the non-wearing of hats if a student deliberately fails to comply with the designated shade requirement.

According to DfE Legal & Risk Management Services, parents/caregivers who wish their children to be exempt from this policy will need to provide a written authority for their children to be excused from sun protection procedures.

DfE - Administrative Instructions & Guidelines

3.88.3 Exemptions

"Students may be granted exemption from the Sun Protection Policy provided that parents/caregivers provide written authority for their children to be excused from sun protection procedures."

Management of Medical Conditions

Headlice

Anyone can catch headlice. It is not a sign of poor personal hygiene. There is no sure way to prevent the problem but it is important to treat it properly and safely when it occurs.

SA Health recommends that everyone checks their hair every week for headlice. Checking and treating children's hair is BY LAW A PARENT'S/CAREGIVER'S RESPONSIBILITY.

On signing the enrolment form the parent/caregiver gives permission for school staff to check child/ren's hair for eggs and headlice. Any such check will be conducted sensitively. Parents/Caregivers will be contacted if staff believe your child may have lice so they can be treated asap.

If a parent/caregiver does not give permission for the school staff to check their child's hair for headlice this must be put in writing addressed to the Principal, it is then the parent/caregiver's responsibility to arrange collection of the child from school if a staff member suspects the child may have headlice.

If a child is sent home with either suspected headlice or is found to have headlice the family may have to provide a letter from a doctor to say that the child is free of headlice.

Products for the treatment of headlice are available from chemists and from the school (for those students who are current approved school card holders).

Medication

If children are on medication please let your child's teacher and Student Services staff know. If your child is to take medication during school hours parents are required to supply written details from the child's doctor on a 'Medication Plan' with the specific medication details. 'Medication Plans' are available from Student Service. Please send Medication in a clearly marked pharmacy container to Student Services at the beginning of the school day.

Medication cannot be administered at school without a Medication Plan signed by the child's doctor. All medication is administered by 2 staff members.



Asthma

All students suffering with asthma need a puffer at school and must have an "**Asthma Plan**" and "**Medication Plan**" lodged with Student Services completed by the child's doctor.

Children must be able to use their own puffer. (Asthma Foundation offer assistance). Puffers must be clearly labelled with name and instructions and kept on the child, or in their bag, so they are readily available in a time of need, unless prior arrangement has been made with Student Services. The Asthma Plans and Medication Plans need to be updated by the child's doctor annually and will be required for swimming and aquatics.

Medical Conditions

If your child has a medical condition that may require extra routine health support during school hours then a health care plan will need to be completed by his or her health care professional. Please contact Student Services for the relevant health care plans.

Exclusion Periods

Influenza	Exclude until the student feels well.
German Measles	Exclude until fully recovered after onset of rash.
Infective Hepatitis	Exclude for one week after the onset of jaundice or illness.
Chicken Pox	Exclude until all lesions have crusted, there are no moist sores, and the student feels well.
Impetigo/School Sores	Exclude until appropriate treatment has commenced and sores are properly covered with a dressing.
Measles	Exclude for at least four days after the onset of the rash.
Mumps	Exclude for nine days or until swelling goes down.
Ringworm	Exclude until the day after appropriate treatment has commenced.
Headlice	Exclude until day after treated with the prescribed lotion and shampoo.
Conjunctivitis	Exclude until discharge from eye/s ceases.

Nut Awareness Policy

Playford Primary School is a NUT AWARE SCHOOL

Purpose

To provide a safe learning environment for all members of the Playford Primary School community.

To raise the awareness of all members of the community regarding severe allergies.

Management

The Nut Awareness policy will be managed through:

Parents and caregivers being requested **NOT** to send food to school that contains nuts (especially peanuts). This includes peanut paste, nutella, all nuts and cooking oil containing peanut oil, as well as foods containing nuts. (This is especially important in the units where we are aware of students with an anaphylaxis condition.)

Parents/caregivers of children affected by nut allergies having an annual anaphylaxis medical plan, signed by the child's doctor, lodged at the school. Epi-pens and medication are supplied by the parent/caregiver.

- Staff supervising eating at lunch time.
- Students being encouraged **NOT** to share food.
- Students being encouraged to wash hands after eating.
- Staff participating in training from St John or Red Cross to assist in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.
- The School Canteen complying with the Nut Awareness Policy.
- Students bringing food that contains nuts or nut products being asked to eat that food away from any other students and to wash their hands before going to play.

Promotion

The policy will be promoted by:

- Parents and caregivers being informed via the newsletter.
- New families to the school community being informed via the Enrolment Information Package.
- Governing Council being informed and has given approval and support.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers, signs and the newsletter.

**The school acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food.*

Legal advice from the Department for Education can over-ride all or parts of this policy.



Behaviour Management Policy

At Playford Primary we endeavour to provide an environment where our school community has a sense of belonging and feels safe and free from all forms of harassment. We focus on our School Values: honesty, responsibility, cooperation, respect, and fair go.

At Playford Primary School we protect: *The student's right to learn and the teacher's right to teach.*

To achieve this we ensure that our classes and yard are safe by:

- Teaching programs which assist students to develop an understanding of both rights and responsibilities, as well as involving them in decision making and problem solving, leading to the promotion of responsibility and self-discipline.
- Assisting students to understand that behaviour is a choice made by the individual and supporting them to take personal responsibility for their own behaviour and the consequences, positive or negative, that follow.
- Developing classroom and school procedures which are consistent and clear to all. Rules based on safety and respect are negotiated and displayed. Staff use logical consequences and provide students with opportunities to reflect on and make choices to modify their behaviour. Positive strategies and rewards are used to promote, recognise and acknowledge responsible, positive behaviour.
- Developing partnerships with parents/caregivers, which are essential for supporting and managing behaviour change, using a variety of communication channels. Staff, students and parents are involved as necessary in planning to change inappropriate behaviour, through the use of student development plans.
- Using system level procedures to support changes in behaviour of students who do not respond to school level consequences or where there is continued, persistent and irresponsible behaviour.

These may include;

- referral to district support personnel, including a behaviour coach.
- suspension from school for between 1 and 5 days on any one occasion, followed by a parent/student re-entry meeting to develop a plan to support the student to be successful and make more responsible choices.

Classroom Behaviour Code

Although there may be differences in some aspects from class to class all classrooms use a similar approach. Classroom rules are negotiated and displayed, and based on:

- Safety of themselves and others,
- Respect for others and property,
- Appropriate work habits,
- Following instructions.

For inappropriate behaviour staff use processes which often include:

- Reminders and opportunity to practise.
- Classroom sit out.
- Think time including completing reflection sheets.
- Buddy class.
- Office time out where behaviour is serious or persistent.
- Take Home and a re-entry the following day for students who have a number of time outs in a short space of time (2-3 weeks).

System level procedures if necessary.

- Students may be required to make up their missed learning time at another time of the day. Staff will communicate with parents/ caregivers through communication books/diaries, telephone, interviews or formal letters from leadership for serious behaviours.

Behaviour Management Policy

(continued)

- Positive recognition of successful behaviour is an integral part of all classroom processes. They may include positive verbal feedback, stickers, certificates, team awards, class awards, diary notes etc.

Yard Behaviour Code

Major rules / expectations:

- Follow directions given by staff.
- Respect other people, which includes playing safely without violence or harassment, and using appropriate language.
- Respect school and personal property.
- Remain in the school grounds & play appropriately in the correct areas.
- Move around the school safely.
- Keep our school clean & tidy.
- Wear your hat at all times.

Consequences for not following rules include:

1. Reminders, logical consequences, walking with teacher, sit out for a short period of time for minor or moderate inappropriate behaviours.
2. Time Out for repeated low - level inappropriate behaviour or serious inappropriate behaviour, (those with an intent to harm or hurt someone, put others in danger, property damage and refusal or ignoring of a staff member). When a child is sent to the time - out area for a 15 minute session during the following lunchtime, counselling will occur. A letter will be sent home to parents / caregivers.
3. After 3 time outs other negotiated strategies may be implemented. These include restricted play, organised lunchtime structured play involving teachers and removal from the yard for a period of time. Parents are informed of these.
4. Continual and persistent irresponsible behaviour will be discussed with parents / caregivers and may involve system approaches. If the behaviour / incident is severe, the first three steps may be skipped and step 4 implemented.

Many proactive programs are in place at lunchtime to encourage students to be active and involved. These include sports and outdoor games and activities, indoor active games, computing, music and dance, access to Resource Centre.

Launching into learning is a program at the beginning of the year which supports all student to be successful. It focuses on;

- Clear explicit teaching of appropriate Behaviours,
- Anti Bullying and Harassment strategies,
- Grievance Procedures,
- Play Is The Way,
- Learning Assets,
- Social skills programs including friendships and problem solving,
- Restorative Practices.



Anti-Bullying and Harassment Policy

At Playford Primary every person has the right to feel safe. We will not tolerate any actions which undermine this right. This policy explains what bullying and harassment is, and how we will all work to stop it happening.

What is bullying?

Bullying is deliberate or thoughtless behaviour that results in fear, hurt and stress. It is a repeated abuse of power that is unjust.

Examples of bullying:

Physical:

- Dominating others physically due to proximity, size, strength etc.
- Any form of violence – hitting, pushing, tripping, etc.

Verbal:

- Sarcasm, name calling, on going teasing, spreading rumours, threats and intimidation.

Ethnicity:

- When race or culture is used as a weapon to hurt.

Sexual:

- Unwanted sexually or gender related comments, gestures touching, etc.

Emotional:

- Using status in a group.
- Excluding, tormenting, mimicking, ridiculing, humiliating - even when low level, if it is on going.
- Using popularity to manipulate or control others.

Electronic:

- Unwanted on going contact using email, texting, or phone calls, which may or may not be obscene or threatening.

If we work together we can stamp out bullying.

At Playford Primary School there are **No Innocent Bystanders.**

Bystanders give their support for the bully – whether they mean to or not. If nobody objects, then approval is implied. We encourage students to be witnesses rather than bystanders. This means they are doing something positive.

Witnesses need to..

- Report what's happening to the teacher on duty or class teacher **immediately.**
- Be assertive— Tell the offender to **stop.**
- Remind them of the consequences.
- Leave and tell any other bystanders to leave - but you must still report what you saw.

Reporting Bullying

Who to report to..

- The duty teacher or any teacher you can find.
- Your class teacher.
- Go to the office.
- Tell your parents what's happening.
- Tell your friends - they will support you.
- Complete a harassment form.

How to report...

- Tell where it's happening.
- Who is involved.
- If it has happened before.
- What have you done to try and prevent it.

When to report...

- As soon as you can once it has happened.
- **Do not ignore it** – bullying tends to continue and escalate.

Anti-Bullying and Harassment Policy

(continued)

Teachers will...

- Act as role models of caring and supportive behaviour.
- Listen and act upon reports of bullying.
- Protect the victim from further harm.
- Record incidents of bullying and harassment.

The student who is bullied will...

- Speak to someone about it and give them the details of the event.
- Persist until something positive happens.

Students who witness will...

- Intervene in a safe way.
- Report any bullying they witness.

Parents will...

- Listen and report accounts of bullying to the school.
- Work with the school to seek permanent change.

What we do at Playford Primary School to reduce and prevent bullying...

Each case will be treated individually and confidentially:

- Consequences will be negotiated and we strive to be consistent and fair.
- Consequences may include time out, restricted play, take homes or suspension.
- Parents may be contacted, particularly in repeat offences.
- Victims will be counselled and encouraged to be resilient.

Prevention strategies include:

- Programs such as Play is the Way, all students are taught strategies to manage their feelings and use positive conflict resolution. There is a particular focus on resilience and relationship building.
- Providing professional development for staff.
- Encouraging positive interactions between year levels and cross Campus.
- Targeting particular students and supporting them with anger management, problem solving etc.
- Integrating the concepts of civics and citizenship, respect and honesty across curriculum areas.

Intervention strategies:

- Counselling students.
- Talking with parents.
- Clear, appropriate and fair consequences.
- Teaching about bystanders.
- Ensuring all staff know and follow the school expectations and guidelines in relation to bullying.

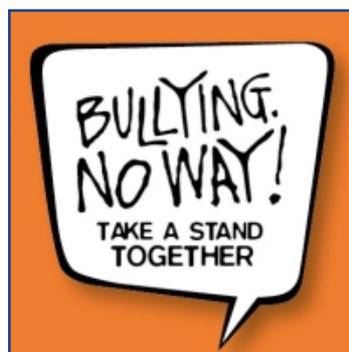
Post Intervention Strategies:

- Monitoring the situation and maintaining safety for all.
- Continued review of behaviour management procedures both in the class and the yard.
- Maintaining records and conducting bullying audits.
- Continued training and updating skills and resources.

Need more information?

- Department for Education Parent Helpline 1800 222 696
- Kids Helpline : 1800 551 800
- Child and Youth Health Parent Helpline: 1300 364 100

Bullying No Way!



Mobile Phone and Electronic Devices Policy

Introduction

Policy for use of mobile phones and other electronic devices (gaming, multimedia devices).

The following policy applies to all school personnel, students and visitors and is based on a set of values shared by teaching staff and Governing Council.

Our core business at Playford Primary School is to promote and support teaching and learning in an environment free from unnecessary distractions or disruption.

We are concerned about any devices brought into the classroom that create a disruption to valuable learning time. To avoid confiscation of hand held electronic devices, please help at home by advising your child on what they should or shouldn't bring to school.

The school will not take any responsibility if such devices are lost or stolen.

Students

Reception to Year 7 students are not permitted to use a mobile phone whilst at school.

If students are required for safety reasons to have a mobile phone then it is to be handed in to their class teacher before school and collected after school.

Students remain responsible for all their personal effects while at school. When students enter the school grounds, the school takes no responsibility for either mobile phones or electronic devices.

Parent contact with students can be made directly on fixed landline phones and messages accessed through Student Services.

If mobile phones are found on students:

- They will be confiscated from students.
- The parent/caregiver will be contacted.
- The mobile phone will be returned at the end of the day after the issues and concerns have been discussed with the parents/caregivers.

Staff

Teaching and support staff have access to a school mobile phone when required for yard duty, camps and excursions.

All users of personal mobile phones are to switch their phones off or to silent when in public areas, including meetings, interviews and classrooms.

Both incoming and outgoing calls are strongly discouraged on personal mobiles during class teaching and learning periods.

Parents / Caregivers

We ask parents/caregivers and visitors to switch their phones off or to silent when in the classroom or attending a school function. For example; school performance, assembly, open day event.



Information for Volunteers

Volunteers are an integral part of our school. Your participation in the work of the school is greatly appreciated and valued.

While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you. Volunteers who have close contact with students, eg sports coaches, classroom volunteers, canteen volunteers, and those who assist at camps or similar activities, will receive training and extra information where necessary eg specific skills, safe practices and medical conditions. All volunteers are required to hold a current DCSI Child Related Screening Check.



Record keeping

The school's administrative staff need to know who is in the school at any one time, especially in case of emergency, so you will be required to "sign in" at the Front Office, and "sign out" on your departure.

Student behaviour

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists, please seek help from the supervising staff member or senior staff.

Privacy and confidentiality

Schools must comply with Information Privacy Principles regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.

Conversations with students

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

Being alone with students

You should be within sight of a member of staff when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

Toilets

Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students, nor with sickroom activities.

First aid

If a student is injured or ill, please advise the supervising teacher or Student Services as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

Touching students

Please refrain from unnecessarily touching students unless there is a genuine emergency.

Mandatory Notification of child abuse

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify the Principal if you suspect that a child (under the age of 18) has been abused or neglected.

If you observe someone who works with children eg teacher, SSO, sports coach, or volunteer, acting in an inappropriate manner, contact the Principal. Do not question those involved as this could compromise an investigation.

The law does not require that you prove your suspicions, but it does require that you report your suspicions. Consult the Principal or member of senior staff for advice if you feel the need.

Information for Volunteers

(continued)

Volunteers will complete Responding to Abuse and Neglect training as part of the Volunteers Induction Workshop.

Definitions of abuse:

Physical Abuse

"Physical abuse is any physical injury inflicted upon a child."

Sexual Abuse

"Sexual abuse is any sexual behaviour imposed on a child."

Emotional Abuse

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."

Neglect

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development."

Sexual and racist harassment, and bullying

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

The Principal or senior staff will investigate any reports of sexual or racist harassment or bullying. We also have staff who will maintain confidentiality, listen sympathetically and explain the complaint procedures to you. The staff representatives to contact are the Work Health and Safety staff representative or a member of our Personnel Advisory Committee.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put-down jokes, attacks on property, exclusion, and physical violence.

Work health and safety

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the school, to office staff as soon as possible.

Smoking

Smoking is not permitted in buildings at all, and not on school grounds during school hours.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The Department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Further information is available from the Principal or department's *Administrative Instructions and Guidelines*.

Policies and guidelines

A range of policies and documents concerning The Department for Education's operations can be found on the Department's website <http://www.education.sa.gov.au>.

Training

Playford Primary School regularly runs workshops which include Responding to Abuse and Neglect training. Workshops also include applying for a DCSI Child Related Screening Check. Parents must attend before volunteering at the school.

Thank you for taking the time to read this information.

Do not hesitate to speak with the Principal or another member of senior staff if you have any concerns or require further information.