ORGANISATION
POLICIES
2016
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**Philosophical Statement**

**Our Commitment:**

To build a Learning Community, based on positive relationships and a strong work ethic, where people are able to realise their potential in a safe, caring, stimulating and sustainable environment.

**Our Vision:**

At Kyneton Secondary College we work in partnership to own our learning, engaging with the wider community and preparing students for their futures as responsible, successful adults. We strive for excellence, developing confidence and embracing diversity in a respectful, sustainable environment.

> Student learning is our core business. Our students are the focus of everything we do, the conversations that we have and the priorities that we identify and undertake.

**Our Values:**

- Respect ➤ Caring, Communication, Compassion, Consideration, Integrity, Self-worth
- Diversity ➤ Acceptance, Empathy, Equity, Inclusion, Openness, Safety
- Sustainability ➤ Accountability, Perseverance, Pride, Reflection, Resilience, Responsibility
- Excellence ➤ Ambition, Courage, Creativity, Enthusiasm, Learning, Success

**Our Commitment to Student Safety:**

Kyneton Secondary College provides a safe environment for the education of our students. Our absolute commitment to student safety extends to all of our educational activities, including those internal or external to the school environment and those activities that occur during the school day or outside of school hours.

> Our vision and values were created in 2016 by a group of our student leaders from all year levels after extensive consultation with our students, staff, parents and wider community.
Camps and Excursion Policy

Rationale:
A Camp is defined as any activity involving at least one night’s accommodation. An Excursion is defined as any activity involving a one day activity off the school site.

The College’s Camps program at Kyneton Secondary College enables students to develop their learning and social skills in an out-of-school setting. Camps are an important aspect of the educational programs offered at the College.

Students may also engage in day excursions as a part of their studies to enhance their learning.

Aims:
- To reinforce and extend classroom learning
- To provide all students with the opportunity to participate in a sequential camping program
- To provide shared class or group experiences and to promote a sense of group cohesiveness
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, co-operation and tolerance
- To provide connectedness with the College community and build relationships between students-and-students & students-and-teachers

Implementation:

Organisation

- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and will comply with all Department of Education & Training (DET) requirements
- The School Principal will ensure that all school excursions are maintained at a reasonable and affordable cost, and comply with all DET requirements
- The designated Teacher-in-Charge will ensure that all accommodation, transportation and activity arrangements comply with DET guidelines
- The Teacher-in-Charge will ensure that the camp/excursion has a clear educational rationale and that this is communicated to students and parents
- The Business Manager will be responsible for ensuring the “Notification of School Activity” form is completed online three weeks prior to the departure date of any camps or overnight excursions
- The College will provide the Teacher-in-Charge with a mobile phone for all camps and excursions
- A senior staff member will be in attendance at school whilst the students return from camp. The Teacher-in-Charge will communicate with this person in regards to the anticipated return time
Participants

- Only students who have maintained a co-operative and respectful attitude at school will be invited to participate in the Camps program.
- Parents will be notified if their child is at risk of losing his/her invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the student will then be excluded from camp.
- The decision to exclude a student will be made by the Principal, in consultation with the Teacher-in-Charge.
- During the camp, if a student exhibits unacceptable behaviour, the Teacher-in-Charge, in consultation with the Principal, will request that a parent collect their child from the camp. The parent will be responsible for any costs incurred in this situation.
- Parents will provide written permission for their child to attend the camp/excursion as well as completing and returning a Confidential Medical Information for School Council Approved Excursions form. The form will be photocopied by the school and one copy will be taken on the camp/excursion and the other will remain at the College.
- Staff members and any volunteer helpers will be required to complete a Confidential Medical Information for Staff form. The form will be photocopied by the school and one copy will be taken on the camp/excursion and the other will remain at the College.

Parent helpers and volunteers

- Parent and other volunteers may be invited to assist in the delivery of school camps. When deciding which parents will attend, the Teacher-in-Charge will take into account:
  - Any valuable skills the parents have to offer e.g. bus licence, first aid qualifications etc.
  - The special needs of particular students.
- Parent and other volunteers selected to assist with the camps program will require a Working with Children Check for volunteers.
- Parent and other volunteers may be required to pay the accommodation and meals cost of the camp.

Communication

- A term-by-term schedule of regular camps and excursions including approximate costs will be published on the College website to give parents ample time to plan and budget for these activities.
- The College will endeavour to inform parents about any camps that do not appear on the schedule on the website at least a term in advance.
- At the end of each school year, Domain and Year Level coordinators will be responsible for compiling a list of planned camps and excursions (including their educational rationale and approximate costing) for the following year. This list will be presented to the Principal and Camps coordinator, and published on the College website.

Costing

- The School Council and the Principal will ensure that all school camps and excursions proceed at a reasonable and affordable cost, and comply with all DET requirements.
- Where possible, organisers of camps and excursions should build CRT costs into costing of camps/excursions. Consultation with the Principal and the Camps Coordinator should take place regarding this matter.
- Parents will be notified of exact costs and other relevant details of individual camps/excursions as soon as practicable.
- Students will not be excluded from camps due to financial hardship. Parents experiencing financial difficulty, will be required to discuss their individual situation with the Principal or Business Manager.
• In most cases, payments should be received in full at least one week before the camp/excursion takes place. The Teacher-in-Charge is responsible for ensuring students and parents are aware of this and, in liaison with the Business Manager and Principal, deciding whether the camp/excursion should take place based on the number of payments received.
• The Finance Office will provide the Teacher-in-Charge with detailed records of payments when requested.

School Council

All camps require School Council approval at least two scheduled meetings prior to the departure date. Information presented to the School Council will include:

• The educational aims and objectives of the camp
• The names of all adults attending and their expertise and experience
• Travel arrangements and costs
• Venue and accommodation details
• An itinerary of events
• A risk assessment, including a description of procedures that will be followed to ensure the safety of the students
• The number of students excluded from camp where applicable
• Details of an alternative program for students not attending camp, if necessary
• The above information should be provided to the Principal at least two weeks before the School Council meeting date

Who approves the excursion

This table explains the approval required before the excursion occurs.

<table>
<thead>
<tr>
<th>Excursion type</th>
<th>Then it must be approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>overnight excursions</td>
<td>the school council, or</td>
</tr>
<tr>
<td>camps</td>
<td>both school councils when it is a joint activity involving another school and</td>
</tr>
<tr>
<td>interstate and international visits</td>
<td>the Safety Guidelines for Education Outdoors must be followed.</td>
</tr>
<tr>
<td>excursions requiring sea or air travel</td>
<td></td>
</tr>
<tr>
<td>excursions involving weekends or vacations</td>
<td></td>
</tr>
<tr>
<td>adventure activities.</td>
<td></td>
</tr>
<tr>
<td>day excursions (other than those referred to above that must be approved by the school council).</td>
<td>the principal, or</td>
</tr>
<tr>
<td></td>
<td>both principals when it is a joint activity involving another school.</td>
</tr>
</tbody>
</table>
Joint-school activities
The nominated co-ordinating principal or teacher ensures:

- planning and approval requirements are met
- parents or carers are informed that their children may be supervised by teachers and other approved adults from the other school.

Note: All schools involved in a joint excursion must complete an online notification of school activity form.

Required approvals for staff
This table describes the required approvals for teachers or principals who are to accompany excursions.

<table>
<thead>
<tr>
<th>For an excursion that is</th>
<th>The accompanying</th>
<th>Must be approved by the</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interstate</td>
<td>staff employed by the Department</td>
<td>regional director</td>
</tr>
<tr>
<td></td>
<td>principal</td>
<td>regional director</td>
</tr>
<tr>
<td>Overseas</td>
<td>staff employed by the Department</td>
<td>Deputy Secretary, Regional Services Group</td>
</tr>
</tbody>
</table>

For the Department's Travel Policy, see: Travel for Staff  Link Below

Evaluation:
Copyright Policy

Rationale:
- Copyright law protects and provides rights to authors and creators for their work. It is essential that the College does not engage in unlawful activity that infringes upon the Copyright Act, thereby denying authors and creators rights to which they are entitled.
- Copyright laws apply to a wide variety of resources commonly used in schools, including printed materials, sound recordings, videos, computer software and Internet websites.
- Licensing agreements in regard to print, off-air and digital media require observance of copyright obligations.

Aims:
- To ensure that members of the College do not engage in activities that contravene the Copyright Act.

Implementation:
- The College will comply with all copyright laws.
- Staff will be provided with information relating to copyright as provided by the Department of Education & Training (DET).
- The DET and its schools have agreements with a number of agencies and societies, and rights within the Copyright Act itself, allowing limited rights relating to copying and copyright. These licences and agreements do not allow schools to simply copy resources without restrictions or limitations.
- In order to comply with the Copyright Act, notices informing staff and students of their copyright obligations and limitations will be placed in all required locations and at potential reproduction points eg-photocopiers, libraries, printers, computer laboratories etc.
- The Principal will ensure that all such notices are in place and updated as required.
- If in doubt, the staff member should refer the matter to the Principal for clarification before proceeding.
- In general, copyright of material created by an employee of the DET in the course of his/her normal duties is owned by the Department.

References:
- Australian Copyright Council [www.copyright.org.au](http://www.copyright.org.au)
Criminal Records Check & Working with Children Policy

Rationale:
Criminal Records Checks and Working with Children Checks of employees and volunteers assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional conduct. They also assist in compliance with legislative requirements. It is an offence for a school to engage a person in child related work if the person requires a WWC check pursuant to the Working with Children Act 2005 (the Act) and has not applied for one. This policy covers the prevention, detection and management of fraud and corruption.

Aims:
To ensure all employees and those volunteers involved in activities with potentially high levels of student contact, are of sound character and have been deemed suitable to be employed or to volunteer in schools consistent with the Department of Education & Training (DET) ‘Suitability for Employment’ policy.

Definition:
- **Criminal Records Checks (CRC)** are conducted by DET for suitability for employment purposes and permit the release to DET of both spent and non-spent criminal records and disclose findings of guilt where no conviction was recorded. This check is valid for up to three years. A CRC obtained directly from Victoria Police or other sources cannot be accepted as an equivalent check. A CRC differs from a WWC check.
- **Working with Children Checks (WWCC)** set a mandatory minimum checking standard. This check consists of a national criminal history check and consideration of any relevant findings from professional disciplinary bodies such as the Victorian Institute of Teaching (VIT). Not all criminal offences will be taken into account, only serious sexual, violence or drug offences or pending charges. The WWCC is valid for up to five years, however is monitored on an ongoing basis. Teachers and Principals are exempt from requiring a WWCC if they have current VIT registration. VIT registered teachers undergo ongoing monitoring and checking of a similar kind to that of a WWC check.
- **Child-Related Work** is defined as work which usually involves (or is likely to involve) regular, direct contact with a child where that contact is not directly supervised. This work may be either paid or unpaid (voluntary).

Implementation:
In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, the following shall apply:
- **Teachers employed by DET and School Council**: All teachers and Principals must be registered with VIT. The letters “CRC” will show on their registration card.
- **Education Support employed by DET and School Council**: All ES Staff will be required to have applied for a WWC Check and to subsequently be issued with an ‘Assessment Notice’ and a WWC Card stamped ‘E’

Some ES Staff and volunteers may also be required to undergo a CRC if they have responsibilities in activities such as handling finance as a WWC check would not disclose some offences relevant to that function. The school will pay the fees associated with CRCs.

- **Other Casual Employees**: Casual employees who perform ‘child-related work’ are required to apply for a WWCC and will be issued with an ‘Assessment Notice’ and a WWC Card stamped ‘E’

- **Volunteers**: Currently there is no charge for a Volunteers WWC Check

The Principal, as the Executive Officer of School Council, has the authority to require casual employees and volunteers to undergo a WWC Check and/or a CRC irrespective of whether the person is exempt from the Act.

The College considers it particularly important that parents attending activities with high level student contact, such as camps, are required to have a WWCC irrespective of whether their own child is a participant. Volunteers who are in charge of an individual or group of students on a regular basis are required to apply for a WWCC and be issued with an ‘Assessment Notice’ and a WWC Card stamped ‘V’.

- New employees/volunteers requiring a CRC will be required to complete, sign and provide the Principal with a ‘Consent to Check and Release Criminal Record’ form accompanied by 100 point ID evidence. Casual School Council employees will be required to pay a fee. The College will meet the cost of CRCs for DET employees, volunteers and long term School Council employees.

- New employees/volunteers requiring a WWCC will be required to apply for this check themselves at Australia Post and meet the cost of their check. Checks for volunteers are free. The cost of photos for WWCCs for all persons will be met by the applicant.

- Reasons for volunteers to undertake CRCs and/or WWCCs, as well as the fact that volunteers on camps etc. have all undergone satisfactory WWC checks and/or CRCs, will be publicised in the school newsletter.

- The applicant and the College will each retain copies of CRCs.

- The applicant will be issued with a WWCC Assessment Notice and a WWC Card and the employer (where known) will be provided with a copy of the WWC Assessment Notice.

- The results of all CRCs and WWC Checks are strictly confidential.
Induction to School Roles Policy

Rationale:

Induction into new roles within the school is provided to enable the new appointee the opportunity to become an effective contributor to the school as quickly as possible.

Aims:

- To provide the new appointee(s) with the support, direction and information that will allow them to be fully effective and comfortable in their new role
- To promote a smooth transition from the former to the new appointee
- To promote productive and harmonious working relationships with colleagues.

Implementation:

- The school Principal is responsible for ensuring each newly appointed teacher/staff member to a role has a coach to induct the new appointee into the role as soon as possible but within two weeks of occupying the role
- Induction (coaching) is to be provided by the out-going occupant of the position (where possible) and a senior member of the staff (usually a PCO or LT) who has had experience in this position
- The nominated coach is to be available to provide guidance and support
- The nominated coach will brief the appointee in their expected duties
- The Principal is to ensure that, where support is not available within the school, the appointee has access to a suitable network of contacts (e.g. staff performing this role in other school)
- The effectiveness of the induction will be reviewed by the leadership team (at the conclusion of the first term, or within two months of occupying the position).
Making and Reviewing Policy

Rationale:
School Council is responsible for approving and reviewing general educational school policy statements that are consistent with the Department of Education & Training (DET) policies and the goals and priorities of the College Strategic Plan. School Council is accountable to the local school community and the DET. Policies give clear direction in implementing the vision and values of the College. Policies declare to the community what the College stands for and show that the College is prepared to be accountable for decisions made and actions taken.

Policies increase awareness, promote participation, strengthen commitment, change attitudes and values, demonstrate solidarity and enrich the learning experience.

Aims:
- To provide clear guidelines for the making and reviewing of policy
- To have policies that give clear direction in implementing the vision and values of the College
- To have a collaborative and consultative process of policy development and review

Implementation:
1. The operation of the school will be consistent with the DET policies and procedures as set out in the Schools Reference Guide, other Government Acts, Directives and Guidelines
2. School Council shall determine which additional issues are to be developed as policy statements in the College
3. All policies will provide the following detail:
   a. Rationale
   b. Aims
   c. Implementation
   d. Responsibility
   e. Evaluation
   f. When last ratified
   g. Review date
4. School Council should schedule all school policies for review on an ongoing basis (at least every three years)
5. School Council will maintain a current Register of Policies

Responsibility:
- A variety of groups involving parents, teachers and students may be involved in the writing of policy however School Council has the responsibility of approving policy
- All proposed policy will be vetted by the Education Sub-Committee prior to submission to School Council
Student Driving Policy

Rationale:
The College is aware that a number of senior students intend to drive to school either occasionally or on a regular basis. Young drivers are one of the most vulnerable road user groups because of their inexperience, their on-going development of driving skills and because of patterns of risk-taking behaviour related to their youth. Further research shows that travelling with young teenage passengers constitutes an increased risk for young drivers. It is important, therefore, that all members of the College community are aware of the College policy relating to students driving to school so that it can exercise its duty of care and enhance student safety.

Aims:
The purpose of this policy is to enhance student safety by carefully monitoring students who drive to school and by establishing systems to ensure that students driving and travelling as passengers in cars do so with parental knowledge and approval and within Department of Education & Early Childhood Development (DEECD) guidelines.

Implementation:
It is expected that students will drive to and from school in a safe and responsible manner and adhere to the road rules. Additionally, students should ensure that they do not cause a nuisance to neighbours when parking in surrounding streets.

Students who are licensed to drive may drive themselves to College; however, they must have Parent Permission and Student Agreement form, signed by their parent / guardian. The registration form must be lodged with the Administration Office. The Office will maintain a database of student drivers.

Students who wish to carry siblings in their vehicle must ensure that the appropriate section is completed on the Parent Permission and Student Agreement form, available at the Administration Office.

Students are not permitted under any circumstances to transport other students in private vehicles in connection with any school program or function, whether held during normal school hours or at other times. (DEECD Schools Reference Guide 4.4.2.10) In exceptional circumstances, a student may drive to a College function or program with parental and College permission. In this case written approval must be provided by the parent and countersigned by the Senior School Manager or College Administration.

If these requirements are disregarded, parents will be notified and appropriate consequences in accordance with the Student Code of Conduct will apply.

If the College becomes aware that a student has broken road rules, or has driven in an unsafe or irresponsible manner, or that a student’s vehicle is unroadworthy, police and parents will be notified.
Surveillance Camera Protocols & Policy

Rationale:

The primary use of surveillance cameras is to act as a deterrent to prevent criminal behaviour, other prohibited activities including vandalism on the external areas of buildings and grounds, both during and outside normal school hours.

In cases where criminal behaviour, other prohibited activities including vandalism has occurred the surveillance records may assist in identifying the person(s) responsible for the vandalism or damage.

The secondary purpose would be to assist in identifying people responsible for acts of harassment committed against students or staff in those areas under surveillance.

Implementation:

Surveillance cameras will not be used to generally monitor staff or students.

Locations of Cameras.
Cameras will be situated in external areas of the College as well as corridors. No cameras will be situated in classrooms, change-rooms or toilets.

Signage.
Signs will be posted to indicate to staff and students that surveillance cameras are located in the school grounds.

Viewing of Surveillance Records.
The Principal, Assistant Principals, Sub School Leaders and Level Coordinators are the only people authorised to view surveillance records should there be a need.

Storage of Surveillance Records.
Surveillance records are to be retained only if they contain images that may be needed to provide evidence for either the police or the College. Surveillance records will be retained for the periods that are mandated by law. Records not containing information of use to the College will be deleted regularly.

Access to Surveillance Records.
The police may be provided with access to the surveillance records in cases where the College wishes to pursue a prosecution against a person. The Principal has the discretion to provide surveillance camera evidence. No other person has a right of access to the surveillance records.

Location of Equipment.
The recording and monitoring equipment will be located in a secure area which has limited access.
Parent Concerns Policy

Rationale:
Kyneton Secondary College endeavours to ensure that its relations with parents and the community are transparent, consistent and fair. However, the College recognises that on occasion’s procedures and processes may not be followed correctly, that disputes may arise over decisions made by school personnel and concerns may be expressed over actions or behaviour by students or members of staff. Under these circumstances, provision is made for students, parents and members of the wider community to seek resolution to their concern.

Kyneton Secondary College believes that parent and community concerns are best resolved at the school level. Wherever possible, such matters should be dealt with in a timely manner. It may not always be possible to resolve an issue to everyone’s complete satisfaction.

Implementation:
In the first instance of expressing a concern, parents are advised to:

- write a note to their child's teacher outlining their concerns
- make an appointment to speak on the phone or in person with their class teacher, the Year Level Coordinator or Home-Group teacher; ensuring that they inform the school about the issue they wish to discuss
- consider speaking with the College Student Welfare Coordinator if they feel that this would be appropriate

The class teacher or Year Level Coordinator, together with any others who may be involved, should be given a reasonable amount of time to take the steps required to resolve or address the concerns. Typically, an initial response should be made by the school within 24 hours of the concern being expressed.

If the issue remains unresolved the parent can then ask to see the relevant Assistant Principal or, where appropriate, the Principal.

An appointment will need to be made through the school office. Please note that:

- the Principal may ask another senior staff member to speak on their behalf
- if a teacher is going to be present at the meeting it is more likely to occur outside of classroom hours.

If the concern is related to issues of school policy, these should be raised more formally with the Principal or the School Council.
Where the matter is dealt with by the Principal, the Principal will typically collect statements from relevant staff, students and personnel and meet with the parents and students involved. The Principal will decide whether the issue requires further investigation and indicate a timeline for a decision on the matter.

The Principal’s decision will be communicated to all parties either verbally or in writing at the Principal’s discretion.

Where the complaint or concern is directed against the Principal, and/or cannot be resolved in the first instance at the school level, the person lodging the complaint will be directed to the relevant Community Liaison Officer at the North Western Regional Office.

Further information and advice can be obtained from the DET website at:

http://www.education.vic.gov.au/about/contact/Pages/complainschool.aspx
Internal Concerns Policy

Rationale:
Kyneton Secondary College endeavours to ensure that its internal relations are transparent, consistent and fair. However, the school recognises that on occasions procedures and processes may not be followed correctly, that disputes may arise over decisions made by school personnel and concerns may be expressed over actions or behaviour by students, parents or members of staff. Under these circumstances, provision is made for staff to seek resolution to their concern.

Wherever possible, such matters should be dealt with in a timely manner. However, it may not always be possible to resolve an issue to everyone’s complete satisfaction.

Implementation:
Wherever possible, disputes should be resolved at the school level through a process of discussion, consensus and compromise between the parties involved. On occasion, it may be appropriate to seek the assistance of a relevant coordinator, Leading Teacher or Assistant Principal to assist with the resolution. Where appropriate, disputes may be referred to the relevant committee (e.g. Curriculum, LCC) or referred to the union branches. Where a resolution cannot be reached after exhausting these avenues, the dispute may be referred to the Principal.

Matters of an extreme nature – impacting significant numbers of staff and students, matters involving staff or student safety, matters involving harassment of one staff member by another (or by a student or parent) should be referred immediately to the Principal.

Where a matter is referred to the Principal, the Principal will decide whether to seek a resolution formally or informally. An informal resolution will seek to achieve a mutually satisfactory agreement between the parties involved. A formal resolution will follow Departmental guidelines for these matters as outlined in the following document:


Further advice and information is available from:

Hire of School Facilities Policy

Rationale:
Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

Aims:
To allow the Kyneton community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

Implementation:
- School council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
- School Council has decided to hire facilities such as the College Hall under the following conditions:
  - That the individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect.
  - That a written hiring agreement provided by School Council be signed by the Principal & hirer before use.
  - That the written agreement covers such items as:
    a. The period of the agreement, specific times of use and areas to be used.
    b. Contact names and telephone numbers of both parties.
    c. Access and security arrangements including arrangements with keys.
    d. Damage to property and arrangements to repair any damage.
    e. Cleaning arrangements.
    f. Car parking.
    g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
    h. School Council’s right to revoke the agreement at any time.
    i. A hiring fee or donation
    j. Serving of Liquor on College premises
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
• School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
• School Council will not charge a fee for the use of facilities by groups associated with the school (eg: Parents and Friends Association).
• The principal will be the day-to-day contact for groups hiring school facilities.
• The form *Application for Hire of Kyneton Secondary College Hall* is to be used to ensure all parties agree to the hire arrangement and that all contact details are available.

**Evaluation:**
This policy will be reviewed as part of the school’s three-year review cycle
Privacy Policy

Rationale:
Kyneton Secondary College asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that the school can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so that staff at Kyneton Secondary College can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student’s doctor. Kyneton Secondary College depends on all relevant health information being provided because withholding some health information may put the student’s health at risk.

The school requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Kyneton Secondary College.

Emergency Contacts:
These are people that the school may need to contact in an emergency. The people named must be aware that they have been nominated as emergency contacts and agree to their details being provided to Kyneton Secondary College.

Student Background Information:
This includes information about a person’s country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Kyneton Secondary College receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Visa Status:
This information is required to enable Kyneton Secondary College to process the student’s enrolment.

Updating Your School Records:
Parents are expected to inform the school of any changes to information in a timely manner so that records can be updated. Kyneton Secondary College will also ask via the newsletter for parents to update enrolment information.
Access to the Student Record Held by School:
In most circumstances the student can access records about them that are held by Kyneton Secondary College. This may be organised through the Principal. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. Parents will be advised if this is required and informed as to how it can be done.

Parents with concern about the confidentiality of information can contact the Principal. The Department can also provide families with more detailed information about privacy policies that govern the collection and use of information. The DET contact is the Department's Privacy Manager on (03) 9637 3601.
VIT and Working with Children Certification Policy

Rationale:
All teaching staff must have current and active VIT (Victorian Institute of Teaching) registration before they can be given responsibility for any students. Teachers without active VIT registration may find themselves given other non-teaching duties or suspended from work until their registration issues are resolved.

All non-teaching staff (such as Educational Support staff) must have a current and active Working with Children’s Check.

Procedures:

Teaching staff:
It is the individual responsibility of all teaching staff to keep their VIT registration current and active by paying the annual fee and meeting the various requirements of the VIT with regards to criminal background check, working with children check and professional development.

- In the case of regular teaching staff, it is the responsibility of the Principal to conduct a check of the school’s VIT records every term to determine that all staff are registered and current with their VIT.
- In the case of casual relief teaching staff (CRT’s), it is the responsibility of the Daily Organiser to:
  - determine that any new CRTs have appropriate VIT registration
  - to regularly check the VIT status of CRTs – on first employment and at least twice per calendar year
  - VIT details will be recorded in the CRT Annual Information Form

ES and ‘other’ Staff:

- The Business Manager will keep a register of all non-teaching staff and the status of their Working with Children Checks.
- It is the responsibility of the individual staff member to obtain and keep current their Working with Children Check.
- The Business Manager will conduct annual inspection of the school’s Working with Children register. The Business Manager will notify staff member when their Working with Children’s Check is about to fall due.
- If a staff member is found not to have a current Working with Children Check, then that staff member may be stood down.
Visitors Policy

Purpose of this policy:
To ensure schools effectively manage visitors to school premises.

Policy:
Visitors to Kyneton Secondary College must:

- Have a specific purpose for visiting the school and be accountable to a specific member(s) of staff
- Report to the front office upon arrival and exit via the front office on leaving
- Enter their details into the Visitors Record book at the front office and obtain a pass which must be displayed at all times whilst in the school.

Rationale:
To increase experience of the cultural and social features of the community, Kyneton Secondary College encourages:

- parents/guardians to partner in their children’s development
- the creation of strong partnerships with community services, other schools, businesses and the wider community.

Types of visitors:
Typical visitors to Kyneton Secondary College may include, but are not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers
  - sessional instructors
  - representatives of community, business and service groups
  - local members of the State and Commonwealth Parliaments
・ those who are conducting business such as:
  ○ uniform suppliers
  ○ booksellers
  ○ official school photographers
  ○ commercial salespeople
  ○ trades people

・ children’s services agents

Other visitors may include:

・ Department of Health and Human Services Child Protection Workers, and Victoria Police
・ Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).

・ Such visitors must:
  ○ Enter by the front office and have their identification and authorisation checked and confirmed
  ○ Record their attendance in the Visitors Book and obtain a pass
  ○ A member of the Principal class must be notified of their attendance

**Considerations:**

As a minimum all visitors arriving and departing during school hours must use the visitors’ book to record their name, their signature, the date and time, the purpose of the visit.

Other considerations include:

| Safety needs | • schools are not public places  
|             | • the safety of students and staff  
|             | • potential risks posed by visitors  
|             | • requirements for paid or volunteer workers to have a Working with Children Check |

| Visitors purpose | • categories of visitors that will be allowed into the school and on what conditions  
|                  | • potential benefits of different types of visits  
|                  | • whether the proposed visit is appropriate for young people (in the relevant age group)  
|                  | • whether the proposed visit is consistent with the values of public education  
|                  | • whether a distinction should be made between the protocols applying to:  
|                  | - community-based, not-for-profit groups  
|                  | - visitors with commercial, advertising or marketing purpose  
|                  | • potential for a visitor to cause controversy within the school or broader community |
| Educational merit | - whether the proposed visit is:  
| | - for an educational purpose  
| | - consistent with curriculum objectives  
| | - the level of disruption to the functioning of the school in relation to the potential benefits to students  
| | - appropriate use of Department resources, including teachers’ time |
| Legal requirements | - privacy  
| | - photographing of students  
| | - mandatory reporting  
| | - Children First - promoting and protecting the rights and well-being of children |
Volunteer Policy - Working with Children

Purpose of this policy:
To ensure volunteers approved to work with children meet legal requirements.

Policy:
School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

Definition:
A volunteer school worker is a person who without payment or reward voluntarily:

- engages in:
  - school council functions
  - activities for the welfare of the school at the request of the principal or school council
  - school work
- attends state or regional meetings.

Commencing volunteering:
A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.

Working with Children Check:
The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis.
To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

**Note:** WWC Checks for paid employment can be used to show suitability for volunteer work.
Sustainability Policy

Rationale:
Kyneton Secondary College aims to become a Sustainable School by reducing our ecological footprint through adopting sustainable practices in our everyday lives. We will achieve this by integrating environmental sustainability into all areas of the curriculum and instilling a sense of ownership of and pride in protecting and improving the environment within the school ground and wider community. We will lead the community by demonstrating exemplary practices in waste management, water and energy usage and by promoting biodiversity.

Guidelines:

Energy
- Reduce the use of energy consumption within the school.
- Use resources and equipment as efficiently as possible.
- Include students in the process of developing and maintaining an Energy Efficient school.
- Reduce the amount of greenhouse gas emissions.

Waste
- To minimise rubbish and recycle our waste throughout the school, as much as possible, on a daily basis.
- To include the school community in the process of developing a Waste Wise school.
- Students to take responsibility for disposing of food scraps, paper and rubbish in the appropriate manner.
- To promote rubbish free lunches and reward those who participate regularly.
- To maintain the compost bins.

Biodiversity
- To use a garden plan for the future development of our school grounds.
- To utilise our garden area to its full extent.
- To involve community members in maintenance of school grounds.
- Students to have ownership in the upkeep of an area of the school ground.
- To establish links with local Landcare groups to develop regular/ongoing regeneration projects for local plants and wildlife.

Water
- To reduce the water consumption within the school.
- To use resources and equipment as efficiently as possible.
- To involve students and staff in the planning of water conservation initiatives.
- Assign students to monitor water usage and report wastage.
**Aims and Targets:**
We aim to achieve the following goals and targets over the next three years:
1. To increase the school community’s involvement in the community garden.
2. To increase the school communities involvement with local biodiversity projects.
3. To reduce waste usage by 10%.
4. To reduce water consumption by 15%.
5. To reduce energy consumption by 10%.

**Implementation:**

**Curriculum Focus**
There will be an environmental focus incorporated into the inquiry unit across all year levels.

**Energy**
- To promote a ‘switch off and save’ policy for technological equipment, lighting and heating/cooling.
- Students to engage in units of work relating to energy.
- Students will investigate the best ways to conserve energy.

**Waste**
- To assign students to dispose of waste and recycled products daily in the appropriate manner.
- For staff and students to dispose of paper into recycling bins.
- Use recycled paper for printers, photocopiers and Eco-Pads.
- Recycle all printer and photocopier cartridges.
- Set printers to double sided print as default.
- Promote the reuse principle of paper in classrooms, staffroom and office
- Limit the amount of paper notifications sent home to students.

**Biodiversity**
- Establish links with local Landcare groups to develop regular/ongoing regeneration projects for local plants and wildlife.
- Consult local community members on ways to improve our garden (e.g. what, where and when to plant).
- Involve community members in planting and maintaining our gardens.
- Engage students and staff in the maintenance of our gardens and the growing and harvesting of vegetables/herbs in the community garden for the community lunches.

**Water**
- To promote a ‘water-wise turn off’ policy.
- Students to engage in units of work relating to water conservation.
- To assign students to monitor water usage and report wastage.
- Plant trees and plants that require minimal watering.

**Community Involvement:**
We will encourage community participation in environmental projects undertaken, as well as, invite parents with expertise to help maintain and improve our school environment. We will also promote sustainable living through educating the school community through our students.

All people within our school will be informed and responsible for implementing these programs. The Sustainability group, in conjunction with the Principal and School Council will be responsible for keeping records and reporting on the outcomes and progress of each program to the whole school community, through school newsletters and the annual report. The parties involved will provide reports to staff and School Council outlining the goals, aims, costing, savings and other relevant issues.

**Evaluation:** This policy will be reviewed as part of the school’s three year review cycle.
EMPLOYMENT APPLICATION: Casual Relief Teacher

SURNAME: ___________________________ GIVEN NAMES: ___________________________

ADDRESS: ____________________________________________________________ POSTCODE: __________

DATE OF BIRTH ___________________________ Phone No. ___________________________

Mobile No. _____________________________________________________________

CONTACT NAME & NUMBER IN CASE OF EMERGENCY

NAME: ___________________________ Phone No. ___________________________

Mobile No. _____________________________________________________________

DECLARATION:

I (name) ___________________________ seek employment as a Casual Relief Teacher (CRT) at Kyneton Secondary College.

DET record number ___________________________

VIT registration no. ___________________________

1 Have you received a Voluntary Departure package in the past three years?  

2 Have you been the subject of substantial claims relating to discipline or dismissal procedures in any prior employment with the Department of Education & Training?

3 Have you been convicted of a criminal offence of any nature or are you currently being charged with a criminal offence?

4 Have any periods of your service with any employer been subject to an ill health retirement or ill health resignation?

5 I certify that the information provided in relation to my employment application is accurate.

Signed ___________________________ Date ___________________________

Casual Relief Teacher

PAY ADVICE: Payroll is run each second Thursday in line with DET fortnightly pays. Payment would normally be available to you in your nominated bank account on Friday.

OFFICE USE

I have sighted the VIT registration card (copy attached to this form) and can confirm that this applicant is eligible to work as a Casual Relief Teacher for 2016.

Other comment ___________________________

Signed ___________________________ Name ___________________________ Date ___________________________

Principal/Assistant Principal
PROBATIONARY STUDENT DRIVERS

Parent Permission and Student Agreement Form

To enable us to give permission for students to drive to the College on a regular basis, we require the following declaration be signed by a Parent/Guardian.

Car Model: ........................................ Colour: ..................... Reg: .....................

I / We .......................................................................................................................... give permission
for ............................................................................................................................... to drive to and from Kyneton Secondary College. I understand that no other passengers will be permitted to be in the vehicle. A sibling of the driver who attends the College may be transported to and from the College, with parent permission. If you wish this to occur, name the relevant sibling/s:

........................................................................................................................................

........................................................................................................................................

........................................................................................................................................

........................................................................................................................................

Parent / Guardian:............................................................... Date: .....................

Student:................................................................................ Date: .....................

Senior Years Co-ordinator....................................................... Date: .....................
Appendix 2  Conduct and Safety on School Buses Agreement

Rules for Conduct and Safety on School Buses

Dear Parent/Guardian,

We, being responsible for the organisation of school bus travel to and from Kyneton Secondary College, Sacred Heart College, Our Lady of the Holy Rosary Primary and Kyneton Primary, are confident that parents/guardians agree that good conduct is essential on school buses.

Misconduct is a distraction to the driver that endangers the safety of passengers and other road users.

It is the driver’s responsibility to ensure safety, and to report any breach of Conduct and Safety Rules to the School Bus Coordinator. Any breach of these rules is regarded as a serious matter and will be acted upon.

Please read the following rules carefully:

1. No student is to walk in the aisle, or move from seat to seat in a moving vehicle.
   Sitting on the arm-rests is not allowed.
2. When seated, students should face the front of the bus and not stand up until the bus has stopped.
3. If there are no racks, bags should be kept under the seats and clear of the aisle.
4. Eating, drinking, and smoking are not permitted on school buses.
5. Offensive language and gestures are prohibited.
6. Nothing whatever is to be thrown inside a bus or from it.
7. Screaming, shouting, and other excessive noise is a dangerous distraction to the driver and is not allowed.
8. Vandalism and graffiti are not allowed, with offenders expected to pay for any damage caused by this.
9. No part of the body of a person shall protrude from the bus.
10. Fighting, harassment or aggressive behaviour are not allowed on buses.

These rules also apply to School Bus Excursions.

IF THESE RULES ARE DISOBEYED, OFFENDERS WILL HAVE THEIR TRAVEL PRIVILEGES CURTAILED OR WITHDRAWN.

Parents/Guardians should note that any enquiries or complaints about the School Bus Services should be directed to the Kyneton Secondary College Bus Coordinator in person, in writing, or by telephone. The number is (03) 5421 1128

Yours faithfully

Mrs Vicki Pickup
Bus Coordinator

Mr Mark Ridgeway
Principal

Appendix 2  Conduct and Safety on School Buses Agreement
APPLICATION FOR HIRE OF KYNETON SECONDARY COLLEGE HALL

Please complete and return to the College Principal.

DETAILS OF APPLICANT

<table>
<thead>
<tr>
<th>NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>Work:</td>
</tr>
<tr>
<td>REASON FOR HIRING:</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT REQUIRED:</td>
<td></td>
</tr>
<tr>
<td>DATE(S) OF HIRING:</td>
<td></td>
</tr>
<tr>
<td>WILL SECURITY BE PROVIDED BY USER:</td>
<td>N/A</td>
</tr>
<tr>
<td>ANY OTHER INFORMATION</td>
<td>Disabled Access Required:</td>
</tr>
<tr>
<td>HIRE CHARGE:</td>
<td>$</td>
</tr>
<tr>
<td>SERVING OF ALCOHOL PERMIT:</td>
<td>Yes:</td>
</tr>
<tr>
<td>PUBLIC LIABILITY INSURANCE:</td>
<td>Insurer:</td>
</tr>
</tbody>
</table>

The Kyneton Secondary College Hall is Hired out on the understanding that:

1. The Kyneton Secondary College has first priority for use of this facility. If at any time this affects an existing hiring agreement:
   a) 14 days notification will be given.
   b) Where possible alternative nights/venues will be offered.

2. **Keys** are to be collected from the school office before the event and returned by 10am of the next business day following the event.
   For school holidays hire keys are to be picked up and returned as specified in the hire arrangements with the Principal.
   **Keys** will be the responsibility of the individual who is signatory to this agreement.

3. It is the responsibility of the hirer to ensure the College and facilities are properly secured after each usage.
4. The User is to use only that part of the Building and entrances which have been agreed to at the time of hiring. 
   Under Normal Hire arrangements the rooms available shall be:
   - the Hall
   - Room 3
   - the Senior Study
   - Staff Toilets

5. The user(s) is to take out and maintain current throughout the term of this agreement, a Public Risk Insurance Policy with a reputable insurer.

6. The premises will be left in a clean and tidy condition and furniture replaced back to its original position. All litter is to be removed.

7. No smoking is permitted on the College Grounds at any time.

8. All damage and Breakages must be Reported to the Principal and paid for. It is the responsibility of the user to protect all school displays of work.

9. No school equipment is to be used without the permission of the Principal. The use of school Equipment eg: Lighting and Sound System must be pre-arranged.

10. The user must give written notice to the Principal of any accident resulting in injury occurring on the School Premises. The notice must include details of the Person(s) involved, time, place and circumstances of the accident also the names and addresses of any person(s) witnessing the accident.

11. Where Alcohol is to be consumed on College premises a special permit is required. It is the responsibility of the hirer to organise and provide the details of the Permit prior to the event.

**Hiring Rates**

The rate covers all use of the hall including rehearsal and storage as well as that listed in item 4. The charge of hiring the hall will be a flat rate of **$50.00** per day or any part thereof. A Bond may also be required and will be negotiated depending on the circumstances of hire.

Signed__________________________________Print
Name___________________________________
For and on behalf of____________________________________________________________________

_______________________________________________________
(name of business/organisation hiring the facility)

Date:_____/_______/________

Principals Signature______________________________________
Date:_____/_______/________