

DSM Policy

Safety and Welfare of Students Learning With an External Provider

Rationale

The Deutsche Schule Melbourne – A German English Bilingual School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different learning abilities, interest and needs.

DSM promotes a healthy, supportive and secure environment for all students and aims to raise awareness of what makes students resilient, to develop strategies to reduce vulnerabilities, to build student/school connectedness, and to increase coping skills.

DSM will offer programs to enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. External providers may also provide extra-curricular care outside of school hours or off-site. This policy must therefore also be read in conjunction with the Supervision of Students Off Site and the On Site Supervision of Student Policies as well as the Student Welfare policy.

Principles

All students have the right to feel and be safe in the framework of programs offered by DSM and in those offered by external providers.

Goals

- The school is a positive environment in which all teachers assume responsibility for student welfare, endeavouring to provide successful experiences for all students, where students feel and are safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened.
- Students develop positive social behaviours and problem solving skills.
- Staff members are confident, skilled and proactive in the management of student welfare issues.
- Communication processes and protocols are clear and well known to ensure the effectiveness of student welfare support.
- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

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- To provide access to a high quality before and/or after school service for students which is community based, complies with all regulations, is flexible and meets each student's need for care in a creative, stimulating and secure environment before and after school.

Strategies

- Student Welfare is a shared responsibility between school, home and the community.
- The school will adopt a proactive and strategic stance with issues of student welfare.
- The school may access outside services to provide support for students and staff which may include:
 - Psychologists
 - Counsellors
 - Teachers
 - Mentors
 - Social workers
 - Youth agencies
 - Local parent support groups
 - Sports instructors
 - School Nurses
 - Before and After School Care services
- The school board must approve all external providers.
- Co-ordination of the external providers will rest with the Head Teacher.
- All external providers must meet all regulatory requirements, including having a current Working with Children's Check.
- The school board will ensure that professional indemnity, public liability, building and contents and any other necessary insurance is sufficient to cover the needs of programs offered by external providers.
- Students will attend programmes offered by external providers only with the prior written consent of their parents.
- Students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities.

Out of Hours School Care

- DSM will ensure that any Out of School Care programme available to DSM students will comply with all regulations, standards and requirements under the Children's Services Act (1996) and the Children's Services Regulations (2009). Programs will also be compliant with national standards for childcare service and local government.

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- Currently the DSM accesses the Out of School Care offered by Our Lady Help of Christians Primary School (OLHOC). The program is registered as a Child Care Provider. The current provider of that program, Extend Australia, is external to the DSM and to OLHOC.
- A DSM intern, a volunteer at the school, will escort children to the program at OLHOC which is 400m away. When an intern is not available, the escort will be undertaken by a teacher or staff member of the DSM.
- The escort will:
 - take a mobile phone, first aid kit and emergency contact details and emergency management plans for each child
 - understand how to call an ambulance
 - cross the road only at designated crossings
 - sign children in to the service where care will be provided by a registered Child Care Provider.
- Students will be in the Care of DSM until they have been signed in by the escort at the facilities of the provider.
- Parents who wish to use this service must sign a specific permission form authorising this escort.
- All billing and enrolments are undertaken between parents and the provider.
- Parents will be responsible for advising both, the external provider, Extend Australia, and the Head Teacher of any changes to standing arrangements for escort.
- Parents are responsible for the pick-up of their children within the timeframes specified by the provider.
- All concerns relating to the program will initially be directed to the external provider, Extend Australia, and if unresolved, the Head Teacher and the school board will deal with the matter.
- All concerns relating to the escort of children to the service should be directed to the Head Teacher.

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