

Odyssey College

Student Welfare Policy

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14.4.1. General

The NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that it provides a 'safe and supportive environment' for all students.

14.4.2. Support

Odyssey College aims to promote a learning environment where teachers and pupils are mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the College. The College encourages consultation between all members of the community in matters which affect them.

14.4.3. Security

The College implements measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgement as to what is required and includes in its consideration such matters as:

- (a) appropriate levels of supervision including on-site and off-site activities;
- (b) security of buildings;
- (c) procedures in case of fire critical incidents ie. Odyssey House sites evacuation/lock down;
- (d) use of grounds and facilities;
- (e) travel on School-related activities; and
- (f) other appropriate matters ie. Residential Services (where additional procedures need to be put in place e.g. supervision 24/7).

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The implementation of these requirements and procedures is monitored for compliance on an ongoing basis in line with Odyssey House Residential Services policies and procedures.

14.4. 4. Supervision

Appropriate measures are taken by Odyssey College staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved.

14.4.5. Conduct

The College has in place a Code of Conduct for staff and students which may be supplemented from time to time by specific rules and directives. The Code of Conduct includes such matters as:

- (a) the rights and responsibilities of students and staff within the College community including the rights and responsibilities of students and staff as members of the Odyssey House (OH) therapeutic community.
- (b) behaviour management;
- (c) the role of any College leadership system (or equivalent) in the School and the monitoring of that system; and
- (d) the management and reporting of serious incidents in accordance with the OH Incident Management System (IMS) .
- (e) The College has established and implemented appropriate behaviour management practices for students, consistent with the philosophy of the College and with other aspects of this policy.
- (f) Odyssey College has a student leadership system in place.

14.4.6. Complaints and Grievances

The College has in place processes for dealing with complaints and grievances raised by students. These processes will incorporate, as appropriate, principles of procedural fairness.

14.4.7. Pastoral Care

- (a) Students are made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counselling with the College through OH Residential Services.
- (b) The College takes reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.

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- (c) Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner in accordance with OH Residential Services policies and procedures.

14.4.8. Communication

- (a) Odyssey College provides both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and wellbeing. This may include communications between some or all of the following: student, spouse or other significant family member of the student; teacher; counsellor; Principal; OH Residential Services staff; representative of an appropriate government, welfare, health or other authority.
- (b) All of the above policies and procedures will apply when the College has made arrangements for students at the College to undertake courses, subjects, tutoring or other education on either site.
- (c) Teachers, staff and any other persons involved in the provision of education or other services for students of the College who are undertaking courses, subjects, tutoring or other education either on or off-site which have been arranged by the School, or who are involved, at the request of the College, in OH Residential Services for the purposes of their schooling, will be subject to the requirements of relevant police screening.
- (d) All of the above policies will be implemented in a manner that is appropriate to the College, its students and the OH Residential Services and with regard to the relevant legislative requirements that apply to the College and the students within its care.

Reference: AISNSW