

# Student Wellbeing Policy

8 April 2024



Sydney Distance Education High School





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# 1. Introduction

Sydney Distance Education High School provides quality individualised education for all students, taking into account their backgrounds, abilities and interests. We are committed to providing effective learning and teaching within safe and secure environments in partnership with parents, carers and the wider school community.

Sydney Distance Education High School has a planned approach to Wellbeing that incorporates the elements of the Wellbeing Framework.

## 2. Student Wellbeing Team

The Student Wellbeing Team includes the following.

- Deputy Principals
- Head Teachers Welfare
- Head Teacher Secondary Studies Years 7–9
- Head Teacher Teaching and Learning (Support)
- School Counsellors
- Year Advisers
- Girls Coordinator
- Pregnant Girls & Young Parents Coordinator
- Boys Coordinator
- Transition Coordinators
- Student Support Officer
- LGBTQIA+ Coordinator
- SLG Coordinator
- Volunteering Coordinator
- Out of Home Care Coordinator

In addition, the Aboriginal Education Coordinator, who is responsible to one of the Deputy Principals, liaises with the Student Wellbeing Team and also attends the meetings when appropriate.

The team is led by the Head Teachers Welfare and meets fortnightly. When appropriate, the Principal also attends meetings.

All members of the Student Wellbeing Team have access to Student Wellbeing Team folder and the school *Year Advisers' Handbook*.

Head Teacher's Welfare 7-10 have a 0.5 allowance, Head Teacher Welfare 11-12 have a 0.4 allowance, Year Advisers have a 0.3 allowance, the Girls Coordinator, the Pregnant Girls & Young Parents Coordinator and the Boys Coordinator each have a 0.1 allowance and the Transition Coordinators each have a 0.3 allowance. In addition, Year Advisers and the Coordinator of Girls receive a Department of Education (DoE) financial allowance. Every two years, Expressions of Interest are called for these positions.

When a member of the Student Wellbeing Team takes leave, or relieves in a higher position, professional learning opportunities are provided for other members of staff to relieve in the position.

A member of the Student Wellbeing Team has responsibility, also, for the students in statutory Out of Home Care (OOHC) with a 0.1 allowance.

### 3. Related NSW Department of Education Policies and Procedures

SDEHS is guided by the NSW Department of Education's Inclusive, Engaging and Respectful Schools (nsw.gov.au) policies to ensure that every student is engaged and learns to their fullest capability and to ensure all students, teachers and staff are safe in school. This includes:

- [Inclusive Education Policy for students with disability](#)
- [Student Behaviour Policy and Procedures](#)
- [Inclusive, Engaging and Respectful Schools Policy Restrictive Practices Framework Policy and Procedures](#).

NSW Department of Education (DoE) student welfare policies and procedures are found on the Department's Intranet and Internet.

Other important implementation documents

- Student Discipline in Government Schools – Support Materials
- Protecting and Supporting Children and Young People Procedures
- Suspension and Expulsion of School Students – Procedures
- Bullying – Preventing and Responding to Student Bullying in Schools Policy
- The Student Behaviour Strategy and Wellbeing Framework

Related Information

- Student Welfare Policy
- Core Rules for Students in NSW Government Schools
- Student Attendance in Government Schools: Procedures
- Workplace Health and Safety Policy
- Anti-racism Policy
- Drugs in Schools Policy
- The government interagency initiative, *Keep Them Safe*, aims to improve the safety, welfare and wellbeing of children and young people. It includes an online system which assists mandatory reporters assess whether a child is at risk, and to alert the appropriate agencies and personnel. There is a direct link to this on the school's intranet home page.

# 4. School Policies and Procedures

References in this policy to 'DELTA' are references to, the school's Filemaker Pro database system, 'Distance Education Learning and Teaching Administration'.

## 4.1 Behaviour Codes for Students

Students are welcome to use all student spaces including the reception area, courtyard and classrooms with teacher supervision (eg learning hubs, theatrette, General Learning Space 1, practical learning spaces in the cottage, the library, including the technology space and seminar rooms, the COLA and the kitchen), where appropriate. Please note students may only be in a staff work area when invited by a teacher.

Direction and guidance on supporting and managing safe, responsible and respectful student behaviour in NSW Public Schools is contained in the Department's [Student Behaviour Policy](#).



Revised 27.11.23

T:\Office\DECD\DATA\Principal\School Policies\Code of Behaviour

## 4.2 Student dress code

Students must wear clothes that are neat and clean. Clothing that is too revealing or brief is not suitable to wear at school. Singlet tops and/or thin strapped tops are unacceptable. All tops must completely cover the torso. Shorts and skirts must be no shorter than mid-thigh. Closed-in shoes must be worn at all times.

## 4.3 Students enrolled with a history of violence, behaviour or safety issues

1. In line with the Department's Enhanced Enrolment Procedures, a Risk Assessment and Risk Management Plan accompanies the application to enrol for any students with a history of violence, behaviour issues or safety concerns. This Risk Assessment is reviewed by the Head Teacher (Enrolments), the Deputy Principal responsible for the year and the Principal and if there is a safety risk to staff or other students, a no hub/no school/no home visit alert will be issued.
  - Deputy Principal reviews risk assessment in consultation with Rural and Distance Education Special Programs Coordinator.
  - Deputy Principal liaises with Learning Support in preparing the movement form.
  - A letter is sent to the supervisor if there is a no hub/no school/no home alert put in place, advising that they can contact the Year Adviser for clarification if required.
  - Deputy Principal convenes a Coordinated Support Meeting with the student's teachers and faculty Head Teachers relevant, Head Teacher Welfare and Head Teacher Secondary Studies.
  - Head Teacher Welfare and Head Teacher Secondary Studies and Deputy Principal monitor student's wellbeing and academic progress.
  - Any concerns to be reported immediately to Head Teacher Welfare or directly to the Deputy Principal.
2. It is the responsibility of teachers not to invite students for face to face lessons if they have a no hub/no school/no home visit alert recorded on their record card in the Student Management System.
3. It is the responsibility of staff at Centres to ensure that no student with a 'No School/No Hub' alert visits SDEHS.
4. It is the responsibility of staff at Centres to supervise all Centre students at all times while at SDEHS.
5. Transition Coordinators and other members of the Student Wellbeing Team may consider visiting a student with a no hub/no school/no home visit alert, after consultation with the relevant Head Teacher Welfare and approval from the Deputy Principal so that risk minimisation strategies can be developed where needed.
6. In the case where there has been a request or recommendation that a no hub/no school/no home alert be lifted and only a behaviour flag remain the following will occur prior to the no hub/no school/no home alert being removed.
  - The request or recommendation will be considered by the Head Teacher Welfare and Deputy Principal after reviewing the student's Risk Management Plan.
  - Conditions to be put in place during this review period will be stipulated, recorded as an alert on the Student Management System and will be communicated to the supervisor. A coordinated support meeting may occur where appropriate.
  - After the review period the Deputy Principal in consultation with the Head Teacher Welfare and Principal or Hub Coordinator where appropriate will make a decision on whether to remove the no hub/no school/no home visit alert.
  - A new risk management plan will be organised by Head Teacher Welfare in consultation with Deputy Principal. A Care and Safety Plan (Appendix 9) may also be developed.
  - If the no hub/no school/no home visit alert is removed the Head Teacher Welfare and Hub Coordinator will monitor the student's behaviour and refer to the Deputy Principal if the alert needs to be reinstated.
  - For Centre/Single Course students enrolled with a no school/no hub/no home visits alert, any changes to this should be managed by the Head Teacher Secondary Studies in consultation with the Deputy Principal.

## 4.4 Student Attendance

### Sydney Distance Education High School Student Attendance

[Distance education](#) is governed by the same policies as apply to all NSW government schools, including policies on student attendance. Regular attendance at school is essential if students are to maximise their potential and meet the requirements of the law. Schools and parents share responsibility for promoting regular attendance.

The NSW Department of Education [School Attendance Policy](#) requires that Principals of NSW government schools ensure:

- when frequent absences are explained as being due to illness that:
  - consultation occurs with parents regarding the health care needs of the student
  - medical certificates are sought for the absences
  - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so that the school has all the relevant information regarding the student's health care needs
  - strategies are developed to ensure regular attendance at school.

The [Education Act 1990, Section 21B and 22](#) and the [Student Attendance in Government Schools Procedures \(2015\)](#) includes that parents or carers of children of compulsory school age are responsible for ensuring that their child attends school every day. Children must commence school by age 6 and then complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (eg TAFE, traineeship, apprenticeship) or
- in full time, paid work (average 25 hours a week) or
- in a combination of approved education or training and paid work.

The [NSW Distance Education Enrolment Procedures](#) include the following.

*Attendance is monitored in a number of ways, including records of student engagement in learning activities, student reviews, and regular contact between students and subject teachers. Distance education schools will maintain a register of interactions that take place between the student and the teacher and use these interactions to assess satisfactory attendance. All students enrolled in distance education must meet standards of engagement and participation set by the distance education school to satisfy the compulsory attendance requirements of the Education Act 1990.*

Examples of interactions that may indicate satisfactory attendance include, but are not limited to:

- the regular return of allocated work
- engagement in synchronous remote teaching sessions such as phone lessons and web lessons
- engagement in synchronous face-to-face teaching sessions such as study days, lessons and work at learning hubs
- asynchronous remote teaching practices such as email and authenticated online learning
- field services such as workshops, home visits and excursions.

Sydney Distance Education High School primarily measures attendance by the amount of work submitted. On enrolment, students are expected to complete the Launchpad Program (Student Induction), as preparation for learning at SDEHS.

For students younger than 17 whose attendance is identified as being less than 50%, a Head Teacher Welfare will ensure that a broad range of strategies are put in place to support the student. These may include:

- a Years 7–10 part program ie a student does some of the required courses in a year
- a Years 11–12 Pathways program ie a student completes Stage 6 over more than 2 years
- increased communication from class teachers eg phone, emails
- referral to Year Advisers, Faculty Head Teachers, a Head Teacher Welfare or Head Teacher Secondary Studies for follow up
- referral to the [Home School Liaison Program](#).

Refer also to [Enrolment of Students in NSW Government Schools](#) and [Child Protection: Responding to and reporting students at risk of harm](#)

[https://schools.nsw.gov.au/SharePoint/Staff/Doc/School Policies/PDF2: School website](https://schools.nsw.gov.au/SharePoint/Staff/Doc/School%20Policies/PDF2/School%20website)



## **a) School based strategies to be implemented for students with poor attendance and engagement at Sydney Distance Education High School**

For students under 17 years, whose attendance is identified as being less than 50% (Years 7-10) and less than 75% (Years 11 and 12) the Head Teacher Welfare will ensure that a broad range of interventions are put in place to support the student.

These may include:

- Ongoing communication from class teachers eg phone, emails
- Referral to Year Advisers, Faculty Head Teachers, Head Teacher Welfare or Head Teacher Secondary Studies for follow up
- Warning Letters (Years 10–12) sent where necessary, phone calls made by teachers regarding the Warning letters
- Non contactable/disengagement letters sent
- Meeting with the student and parent/carer
- Advice and involvement sought by Local Area Office - Delivery Support Team
- Referral to the Learning and Support Team or other wellbeing team members, including School Counsellor
- Development of a school-based Attendance Improvement Plan with parents and student to address attendance issues
- Requesting and sharing information and working collaboratively with other support services
- Use of interpreters and translated materials to support parent understanding
- Seeking advice about culturally appropriate responses from relevant services
- Support and liaise with agencies that are involved with the family
- Liaise with agencies that are involved with the family to increase support
- Adjustment of study programs to meet students' needs
- Implementation of Part/Pathways Programs
- Head Teacher Welfare order a Police Welfare Check for students who are not able to be contacted
- Transition Coordinator visit or follow up.

## **b) Coordinated Support for Years 7-10 students requiring Coordinated Adjustment Programs**

1. Student falling significantly behind across all/or a number of courses is identified by Head Teacher Welfare/Year Adviser.
2. Head Teacher Welfare/Year Adviser invites course teachers, a Learning and Support teacher and Head Teacher Secondary Studies to a Coordinated Support Meeting for student. Faculty Head Teachers are cc'd in email and can attend if they want to.
3. Learning adjustments are agreed on, taking into consideration the student's Personalised Learning and Support Plan (PLSP) if they have one.
  - In most cases students should complete or participate in one learning activity each week in each course eg. phone lesson/hub lesson/ FSV/attempt at written work or individual web lesson.
  - In some extreme circumstances the Coordinated Support Team may agree on work being completed every second week for a stipulated short, fixed period of time.
4. The supervisor is consulted about the adjustment after the meeting by the Head Teacher Welfare/Year Adviser.
  - If the student has a PLSP, a Learning and Support teacher updates the PLSP if required.
  - If the student does not have a PLSP, the Head Teacher Welfare emails the supervisor details of the adjustment and requests a return email confirming that they support the adjustment.

5. Faculty Head Teachers are informed about the adjustment.
6. Head Teacher Welfare/Year Adviser records adjustments on DELTA roll call card and adds a student contact as:
  - *Adjustments (reduced)* – John to complete some/half/ designated questions in the weekly work to demonstrate outcomes.
  - *Adjustments (delivery)* – John to complete a phone lesson/individual web lesson/hub lesson/school lesson each week to demonstrate outcomes.
7. Head Teacher Welfare notes student’s name and adjustment on centrally located spreadsheet.
8. Teacher records completed weekly adjusted work on course card with a mark out of 10 based on the quality, depth and number of outcomes met.
9. Head Teacher Welfare and Head Teacher Secondary Studies review the student in the next review period.

### **c) Referral to the Home School Liaison Program**

As outlined in the *Student Attendance in Government Schools Procedures (2015)*, “if a range of school based interventions has been unsuccessful in resolving attendance difficulties the principal should request support by making an application to the Home School Liaison Program and submitting the application to their local Student Support and Specialist Programs Directorate Team for consideration.”

At Sydney Distance Education High School, consideration of HSLO involvement should occur no later than the student being disengaged for one term. There is an expectation that school based strategies have been implemented during this time.

This involves:

1. Head Teacher Welfare will determine if a HSLO application is in the student’s best interest, taking into consideration the student’s age. If the Head Teacher Welfare believes that an alternative training pathway is more appropriate, the student and supervisor should be supported with this
2. Head Teacher Welfare completes the HSLO application
3. HSLO application is reviewed and signed by the Principal
4. Parents are advised about the application to the HSLO Program using the example letter in the *Student Attendance in Government Schools Procedures (2015)*
5. Head Teacher Welfare liaises with HSLO and Learning and Engagement consultants in restoring the student’s attendance. This may involve representing the Principal at *Compulsory Schooling Conferences*.

## 4.5 Exemption from Attendance, Enrolment, Extended Leave and Withdrawal from Enrolment

The *Exemption from School Procedures* (2015) states that a “child may be exempt from being enrolled and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A *Certificate of Exemption* may be given subject to conditions and limited to a period specified in the certificate and that A *Certificate of Exemption* must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student’s best interests in the short and long term. Alternatives to exemption should have been fully explored.”

The implementation of processes related to exemption from attendance and enrolment, special leave and withdrawal from enrolment are outlined in the SDEHS A. *Exemption from Attendance*, B. *Exemption from Enrolment*, C. *Extended Leave – Travel* and D. *Withdrawal from Enrolment Process and Procedures 2015*. See Attachment 1.

In general, conditions for approval of Exemptions from Attendance for exceptional circumstances, including medical, are:

- Course completion requirements must be met regardless of the length of the leave approved. This includes completion of outstanding assessment tasks.
- Any assessment tasks due during the leave period will be rescheduled immediately on return where possible.
- Warning Letters will not be sent during the period of exemption. However, the sending of Warning Letters will resume, according to the SDEHS Warning Letter Procedures, at the end of the leave period.

Students under 17 years of age who have completed Year 10 may apply to leave SDEHS if their parent/carer provides advice/evidence to the school that.

- The student is enrolled full-time in a TAFE Cert II course or full-time higher education course.
- The student is at least 15 years old and employed full-time (average 25 hours per week) or the full-time equivalent combination of paid work and approved education.
- The student is engaged in an approved full-time apprenticeship or traineeship.

Students who are under 17 and have not completed Year 10 may apply for an Exemption from Enrolment if.

- The student is engaged in an approved full-time apprenticeship or traineeship.
- The student has completed Year 9 and have provided proof of enrolment in a TAFE Cert II course. To seek enrolment at TAFE the student will need to have completed an Approval to undertake the equivalent of Year 10 form. The school is required to indicate on this form whether the student has the ability and skills to study in an adult learning environment and an interest in specific vocational qualifications. Evidence of acceptance of enrolment in a TAFE Cert II course needs to be provided before an exemption is granted.

Staff should refer any parent enquiries about leave or exemptions initially to the Year Adviser. The Head Teacher Welfare, Deputy Principal and the Principal’s roles in supporting these processes are clearly stipulated this document.

## 4.6 Roles and Responsibilities

### a) Head Teacher Welfare

There are three Head Teachers Welfare who have the following roles and responsibilities.

#### School

- Lead the Student Wellbeing Team
- Make reports in relation to Child Protection to the Child Wellbeing Unit (CWU) and Family and Community Services, as the Principal's delegate, in accordance with the Mandatory Reporting Guidelines (MRG)
- Monitor students enrolled under categories to conduct periodic reviews and ensure that review timelines and processes are met, review dates are entered on school database, and the Learning and Wellbeing Coordinator from the local Educational Services team is consulted as required
- Review and refine the Student Wellbeing Policy
- Oversee whole school welfare and support programs including individual student health care plans, ASCIA plans (for anaphylaxis), cyber safety, social justice, building resilience and Student Leadership
- Build network of support for students in the school, including with Year Advisers, School Counsellor and various Wellbeing Coordinators
- Build network of family and community support including parents, carers, supervisors, medical personnel, state and regional student support services and community organisations and where appropriate refer students and families to appropriate personnel and agencies
- Identify students at risk of disengagement; implement support, case management and review processes including individual learning plans in liaison with relevant personnel
- Work with families in supporting their child to engage in their studies, conducting parental interviews where necessary
- Identify professional learning needs for Student Wellbeing Team members in consultation with the Deputy Principal and the Professional Learning Team
- Review of students under 2.9 Transition each year and coordinate Support Mentoring with Educational Services
- Review of students under 2.10 Extraordinary Circumstances each year by liaising with the Network Specialist Coordinator and Deputy Principal
- Development of Behaviour Support and/or Risk management Plans in consultation with Deputy Principal
- Other duties as negotiated with the executive

#### Head Teacher Welfare (Years 7–9)

- Oversee student achievement including promotion and organisation of student merit system including maintaining records and issuing merit awards
- Organise recognition Morning Tea and oversee the students Years 7–11
- Follow up referrals from Student Wellbeing Team and HT Secondary Studies (Years 7-9 with Middle School Years 7-10) and implement interventions as necessary, eg Home School Liaison Officer (HSLO)
- Supervise LGBTQIA+ Coordinator

### **Head Teacher Welfare (Year 10)**

- Supervise Student Leadership Coordinator (SLG) and Pregnant Girls & Young Parents Coordinator
- Follow up referrals from Student Wellbeing Team and HT Secondary Studies (Year 10) and implement interventions as necessary, eg HSLO
- Responsibility for students requesting Part Programs in consultation with Head Teacher Secondary Studies (Year 10) and Deputy Principal for Year 10
- Oversee whole school individual health care plans / ASCIA Action plans and emergency care / response plans

### **Head Teacher Welfare (Years 11–12)**

- Supervise Transition Coordinators, Girls Coordinator and Boys Coordinator, Student Support Officer
- Follow up referrals from Student Wellbeing Team and HT Secondary Studies (Years 11-12) and implement interventions as necessary
- Responsibility for students requesting pathways programs
- Responsibility of individual health care plans/ASCIA Action plans and emergency care/response plans (when required)
- Refer student who are leaving school to the Support Teacher Transition for Post School Options

### **b) Year Adviser**

Year Advisers, as members of the Student Wellbeing Team, have an overall support role for students and supervisors, including the following.

- Record student welfare information on Roll Call card on the school database (DELTA), as appropriate
- Identify students of welfare concern, for flagging on DELTA
- Assist Head Teachers, teachers and Learning Support Team to review appropriate curriculum patterns (including Individual Education Plans and Personalised Learning Plans) and support strategies for each student
- Complete a welfare review of their students each term
- Provide advice and/or refer students to relevant person regarding course selection and NESA requirements
- Participate in Learning Support Team meetings as required
- Organise and/or participate in coordinated support meetings as required
- Liaise with teachers and Head Teachers to develop welfare support strategies to foster increased engagement for students of concern
- Create Movement Forms and Student Contacts in DELTA to inform relevant staff of specific issues and student needs
- Organise and/or participate in coordinated support meetings at school level to support the welfare and engagement of students
- Communicate student welfare and engagement concerns to students' supervisors, Head Teachers Welfare, School Counsellor, and Department personnel
- Liaise with Head Teachers regarding student awards and present them at Presentation Day
- Respond to Centrelink requests from parents/supervisors in consultation with the Head Teacher Welfare
- Liaise and communicate with parents/supervisors in regard to their child's learning and wellbeing needs
- Refer curriculum matters to all Head Teachers of courses for follow up
- Other duties as negotiated with the executive

The following positions (c – i) are appointed through consultation with the Head Teacher Welfare and the Senior Executive.

### **c) Girls Coordinator**

- Responsible for supporting the school executive on issues regarding girls
- Identify girls who are disengaged, through referrals from teachers, Student Wellbeing Team, Learning Support Team and student reviews. Maintain a record of interventions in the Student Welfare Folder. Record information, where necessary, on the Roll Call 'cards' or Student Contacts in DELTA and communicate information to all relevant stakeholders
- Conduct regular Field Service Visits to support the girls and their families
- Organise Make up course with Careers
- Alert girls in the school to activities and other relevant matters
- Organise girls to attend leadership courses
- Attend Student Wellbeing Team meetings
- Take part in organising Harmony Day and Diversity Day
- Build on community support and networks to encourage girls to collaborate with staff, parents, carers and the community in the development of various programs and events
- Provide a record each term for Head Teachers Welfare and senior executive of activities, achievements and interventions with girls
- Other duties as negotiated with the executive

Note: This position includes a 0.1 allowance (40 days) and a DoE financial allowance. It is expected that a minimum of 20 of the days will be used for field service visits to support girls' engagement.

### **d) Boys Coordinator**

- Responsible for supporting the school executive on issues regarding boys, including the following
- Identify boys who are disengaged, through referrals from teachers Student Wellbeing Team, Learning Support Team and student reviews. Maintain a record of interventions in the Student Welfare Folder. Record information, where necessary, on Roll Call 'cards' and/or in Student Contacts on DELTA and communicate information to all relevant stakeholders
- Conduct regular Field Service Visits to support the boys and their families
- Organise Waves for Wellness
- Alert boys in the school to activities and other relevant matters
- Organise boys to attend leadership courses
- Attend Student Wellbeing Team meetings
- Take part in organising Harmony Day and Diversity Day
- Build on community support and networks to encourage boys to collaborate with staff, parents, carers and the community in the development of various programs and events
- Provide a record of activities, achievements and interventions with students each term for Head Teachers Welfare and senior executive
- Other duties as negotiated with the executive

Note: This position includes a 0.1 allowance (40 days). It is expected that a minimum of 20 of the days will be used for field service visits to support boys' engagement.

### **e) Transition Coordinator**

- Liaise with Year Advisers, Head Teachers Welfare, Head Teacher Administration (Enrolments) and the Learning Support Team to identify newly enrolled and/or targeted students who need support to engage with Sydney Distance Education High School
- Conduct field service visits for these students to explain school processes and procedures to the students and their supervisors
- Explain expectations of studying via distance, demonstrate use of elearning, MS Teams meetings and set up school email account
- Keep a written record of all interventions and save all information in the online Welfare folder. Enter all relevant information on Roll Call 'cards' on the school's database DELTA
- Work closely with the Transition/Careers Advisers to support the transition of students to post school options including TAFE, private providers and employment
- Evaluate the program at the end of each year
- Transition Checklist, Appendix 7 outlines the types of support provided to students through the Transition Coordinator

### **f) Pregnant Girls & Young Parents Coordinator**

- Support the school executive on issues relating to pregnant girls & young parents
- Identify pregnant girls & young parents who are disengaged through referrals and through communication with the faculties
- Keep in contact with student and conduct regular field service visits to girls to increase engagement and support them in their learning
- Record all interventions on DELTA and communicate information to all relevant stakeholders
- Attend student Wellbeing Meetings
- Refer pregnant girls & young parents to community agencies for further support and intervention
- Implement Personalised Learning and Support Plan for all pregnant girls & young parents and conduct coordinated support meetings with staff in relation to strategies implemented
- Use community resources to create opportunities to further support identified students and their families
- Liaise closely with family and relevant welfare team members to organise leave for identified student and support them upon return ensuring continuity of their education
- Support students in transitioning to post school options including TAFE, private providers and employment

### **g) Aboriginal Education Coordinator**

- Engage with all Aboriginal and Torres Strait Islander (ATSI) home students during the Launchpad Program (Student Induction) to develop authentic Personalised Learning Plans (PLPs)
- Lead and collaborate with the Aboriginal Education Team, which includes DP (7–9), and Aboriginal tutors
- Participate in the Parent Partnerships Team
- Liaise with community organisations, parents, carers and staff to create effective networks to improve educational outcomes for ATSI students
- Raise awareness of professional development to increase awareness of Aboriginal histories, cultures and perspectives across the school community
- Support the writing of a report on impacts for the students with Aboriginal background for the annual report
- Oversee the Aboriginal tutoring program

- Coordinate the publication of the newsletter for Aboriginal students each term
- Coordinate NAIDOC week celebrations
- Connect Aboriginal students and families to DoE Aboriginal Education teams
- Establish a trusted school contact for each home Aboriginal and Torres Strait Islander student and their supervisor
- Notify Year Adviser to organise a co-ordinated Support Meeting once PLP is finalised and present PLP goals at the meeting
- Review PLPs every two terms
- Facilitate celebration of PLP goals achievements
- Advise teachers on how to use PLPs to support students learning

## **h) Out of Home Care Coordinator**

In accordance with DoE policy, all SDEHS students in statutory Out of Home Care must have an education plan developed for them within 30 school days of enrolment or of being identified by the school as being in out of home care.

The Out of Home Care Coordinator liaises with the relevant DoE personnel and external Out of Home Care organisations to develop the Out of Home Care Education Plan for the student. Ongoing monitoring of the student is conducted by the Year Advisers and the education plan is reviewed annually.

Teachers of students in residential Out of Home Care placements should speak with the Year Adviser and school Out of Home Care Coordinator before going on a Field Service Visit to the residential placement. Alternatively, teachers can arrange with the supervisors for the visit to take place at the Out of Home Care offices. Students in Out of Home Care have an 'indicator' on their DELTA record to alert staff as required.

## **i) LGBTQIA+ Coordinator**

- Responsible for supporting the school executive on issues regarding LGBTQIA+ students
- Support the engagement and wellbeing of home students who openly identify as LGBTQIA+ through referrals from teachers, the Student Wellbeing Team, Learning Support Team, students reviews and on enrolment. Maintain a record of interventions in the Student Welfare Folder Record information, where necessary, on Roll Call cards and/or in Student Contacts on DELTA and communicate information to all relevant stakeholders
- Provide and promote a learning environment where LGBTQIA+ students feel safe and supported
- Provide information and support to the school community on best practice for supporting LGBTQIA+ students at school
- Provide information to students and/or parents and carers about community events and external services specialising in LGBTQIA+ youth supports (eg throughout the school newsletter)
- Take part in organising Harmony and Diversity Day and Wear It Purple Morning Tea
- Refer name change requests to Deputy Principal of the appropriate Stage level
- Attend Student Wellbeing Meetings
- Support inclusivity of LGBTQIA+ students in all school activities



## j) Student Support Officer

### Primary purpose of the role

The Student Support Officer at SDEHS reports directly to Head Teacher Welfare (11-12) in consultation with DP (11-12) and works with targeted students (and groups) as identified and referred by the SDEHS Wellbeing and the Learning and Support Teams.

The Student Support Officer has a pivotal role in working collaboratively with SDEHS staff, students, families and external agencies to enhance student wellbeing and learning outcomes. This may be through creating referral pathways for students and families to child and family support agencies as part of a coordinated approach by the Wellbeing and Learning and Support Teams.

### Specific Roles & Responsibilities at SDEHS

- Work collaboratively with and take direction from the Head Teachers Welfare and other members of the Wellbeing and Learning and Support Teams
- Organise Youth week event at each learning hub
- Work closely with those students and their families, offering wellbeing support, referring to community services and ensuring all interventions are recorded and communicated to the relevant Head Teacher Welfare. This may be facilitated by phone calls, home visits, school/hub meetings. Interventions/communication with staff members may be through TEAMS group
- Take part in organising NAIDOC week event in each learning hub
- Attend field service visits in a support role with other staff members where the need is identified
- Take part in organising Harmony and Diversity Day
- Work collaboratively with the School Counsellor and the Aboriginal Student Coordinator and support/mentor/offer intervention to identified students requiring support
- Work with students at the Learning Hubs and implement strategies to increase school engagement
- Provide and gather information to support students and their families to enhance wellbeing within best practice guidelines
- Organise R U OK Day event at each learning hub
- Work in consultation with Head Teachers Welfare to ensure the school's implementation of the Department's Mandatory Reporting Guidelines
- Be in attendance at hubs:

Wednesdays	Woolloomooloo
Mondays	Miranda
Every alternate Tuesday	Ingleburn
Every alternate Thursday	Glenbrook
- Run lunchtime activities at school and online
- Facilitate webinar with Black Dog Institute and Kids Helpline

## 4.7 Awards and Recognition

The school is active in encouraging and supporting students' efforts and recognising their achievements.

Teachers may do this in a number of ways including providing feedback to students for the coursework they submit, putting stickers on the work, and through the school's Student Award and Recognition process.

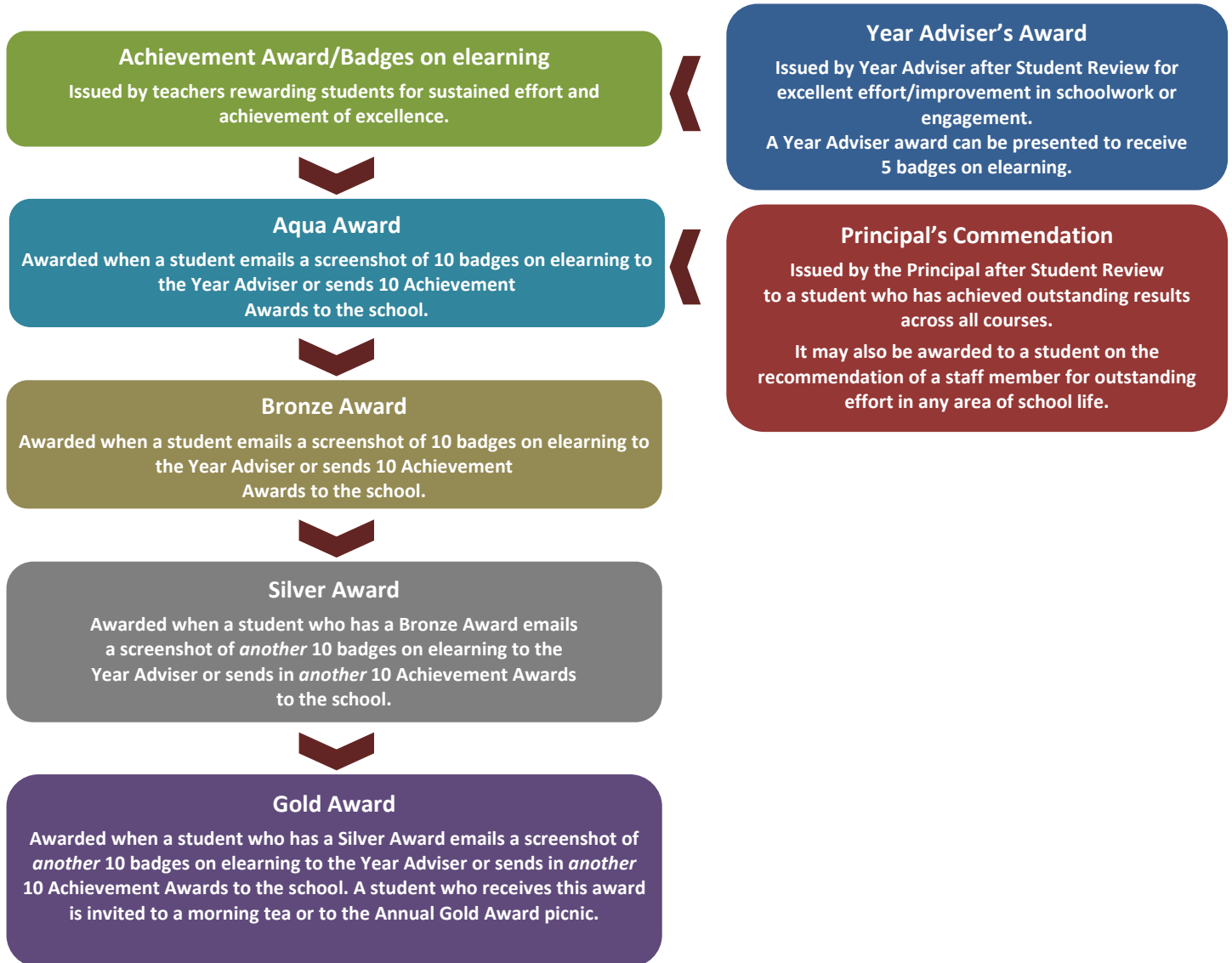
## Achievement Award Scheme/Badges on elearning

The Student Award and Recognition process seeks to identify and reward students who make significant and positive efforts in academic performance, service and leadership, and participation and representation at SDEHS.

The school is committed to:

- Reward students for sustained effort and achievement of excellence
- Encourage all students to do their best.

The Student Award and Recognition process has five levels.



The awards are not cumulative and expire at the end of any year. All students receive a personal chart on which they can record their progress.

## National and state awards

At our annual Presentation Days, held in Term 4, a number of external awards are presented, including the Caltex All-rounder Award and the Long Tan Award. In addition, students are acknowledged individually where they have received national awards, including in the national mathematics, science and English competitions, and state awards including for the Premier's Volunteer Recognition Program, as well as some VET (Vocational Education and Training) Awards.

Other school based awards (eg additional recognition for student volunteers, community service, some school based VET Awards, and those for participation in school activities) are not acknowledged individually but are placed in students' award folders which they receive at the Presentation Day.

## 4.8 Referring On – a Quick Guide for Teachers

### Sydney Distance Education High School

## REFERRING ON

### A Quick Guide for Teachers

1. **For CENTRE students**, request that the Centre sends an email to Head Teacher Secondary Studies (Stage 5 or Stage 6)
2. **For SINGLE COURSE students**, refer to the Faculty Head Teacher (who will refer on to Head Teacher with responsibility for Single Course as required)
3. **For HOME students**, see below

	Issue	Refer to	cc
<b>MANDATORY</b>	Disclosure of <b>Child Protection</b> issue: Physical, sexual, or psychological abuse Significant risk of harm to self or others Alcohol or drug abuse Has left home/is homeless Educational neglect by parent/carer	<b>SAME DAY</b> Principal's delegate ie Head Teacher Welfare – Years 7-9; Year 10; Years 11-12  Where no executive / senior executive staff member is available, report to the Child Wellbeing Unit (CWU) on phone 9269 9400  <b>CONFIDENTIAL – DO NOT NOTE ON DELTA</b>	Head Teacher Welfare
<b>NUTS &amp; BOLTS</b>	Change of address/supervisor/telephone number	Complete admin request form on SharePoint Record on Roll Call card Create student contact on DELTA	Year Adviser
	Student requires organisational support	Transition Coordinator	Year Adviser
	Student wants to attend Learning Hub	Refer student to SDEHS internet site for information and booking form	Learning Hub Coordinators
	Student is leaving/enrolling in another school	Year Adviser	
<b>TECHNOLOGY</b>	Student cannot log on to Department email or elearning	Educational Management Utility (EMU) on Department Portal Faculty Technology support representative	
	Supervisor cannot log on to elearning	Faculty Technology support representative elearning Faculty	
<b>CURRICULUM</b>	Student is working/wants to go to work/TAFE	Year Adviser / Careers Team	
	Student wants Pathways Program (Years 11-12)	Year Adviser / Head Teacher Welfare Stage 6	
	Student wants to drop/change courses	Year Adviser / Careers Team	
	Partial disengagement – one or 2 courses	Faculty Head Teacher	
	Student is having a lot of difficulty with particular course	Faculty Head Teacher	
	Student has a disability or learning difficulty not already noted	Learning and Support Faculty (referral form)	
	Languages – studied through NSW School of Languages	Head Teacher Secondary Studies (Year 10)	
	Requires disability provisions for HSC/Preliminary exams and assessments eg reader, writer, computer use, more time	Head Teacher Learning and Support	
<b>WELFARE</b>	Student behaviour concern in a web lesson	Follow Web Lesson Behaviour Policy (Web Lesson Procedures PDF) and refer to Faculty Head Teacher	
	Student is now pregnant (after enrolling here under another category)	Supervisor of Pregnant Girls / Young Parents	Year Adviser
	Student is going away/hospitalised/very sick/death in family (unable to complete work)	Year Adviser – for Approved Leave or Exemption from Attendance where required	Head Teacher Welfare
	Student is uncontactable	Try ALL phone numbers including emergency contact. Also try DIFFERENT times of day. After 3 attempts with no success, refer to Year Adviser	
	Student is disengaged in all courses	Year Adviser	Head Teacher Welfare
	Student requires personal support	Year Adviser Head Teacher Welfare	HTW refer to School Counsellor (referral form)
<b>OTHER</b>	Parent discloses personal problem/needs support	Head Teacher Welfare	School Counsellor (referral form)
	Aboriginal student requests support	Aboriginal Student Coordinator	Year Adviser
	Student with LGBTQI+ specific support requested	Year Adviser	LGBTQI+ Coordinator
	No School / No Hub review requested by parent	Stage Deputy Principal	Head Teacher Welfare

Refer to Internal Contacts (SDEHS Intranet)

Ref. 1, Wellbeing Policy | 2. Teacher R&R | 3. SDEHS Website  
Revised 28.11.23

[https://school.nsw.gov.au/sites/SAS/Teams/SDEHS/SD/EC/DATA/Principal/School\\_Policies/Referring\\_on\\_guide\\_for\\_teachers.docx](https://school.nsw.gov.au/sites/SAS/Teams/SDEHS/SD/EC/DATA/Principal/School_Policies/Referring_on_guide_for_teachers.docx)

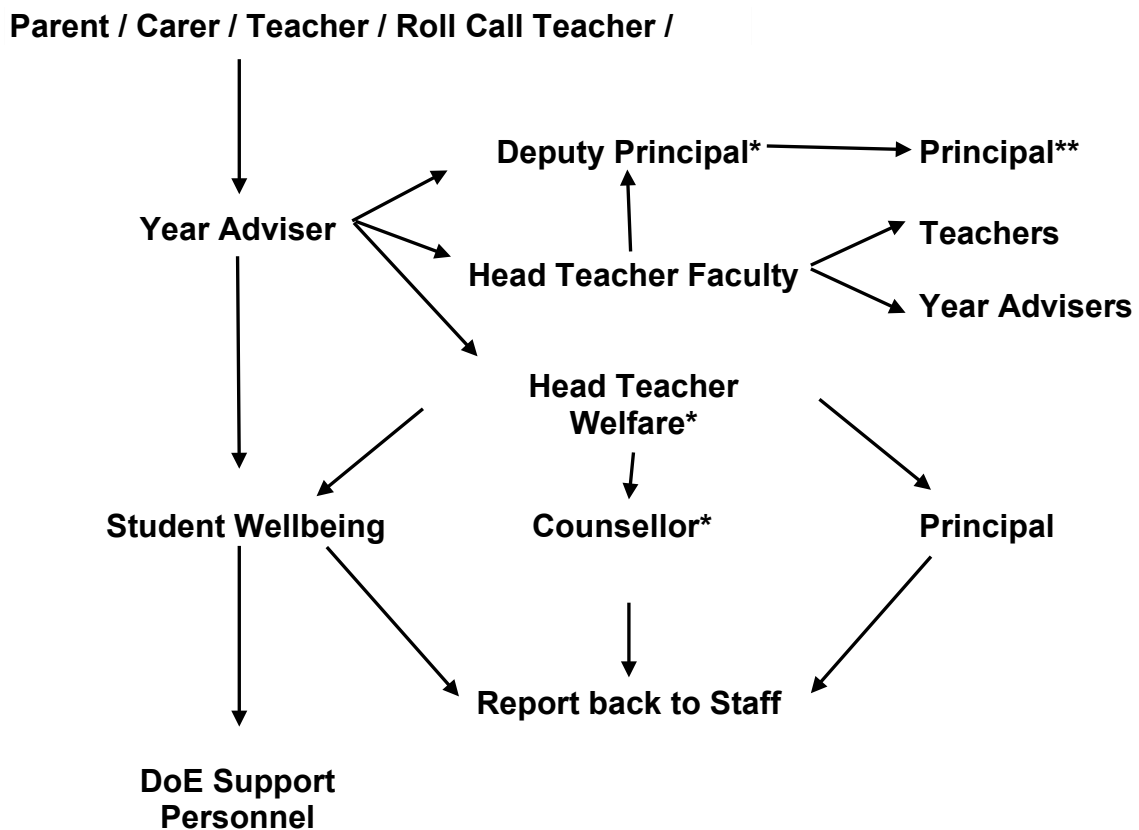
## 4.9 Leadership Opportunities

Sydney Distance Education High School provides opportunities for all students to engage in leadership activities, which not only increase their skills, knowledge and confidence but also enhance their learning and support them in achieving their goals.

Students are encouraged to engage in leadership opportunities including attendance, leadership conventions, Harmony Day, Presentation Days and involvement in the Student Leadership Group (SLG) and student leadership meetings.

## 4.10 Student Welfare Referral Process

where there is a concern\*



### Note:

1. When consulting the Mandatory Reporter Guide, print off the final decision page and place a copy in the Student File and give a copy to the Principal.
2. \* *Keep Them Safe* reports are made where required.
3. All reports to Department of Communities and Justice (DCJ) or to the Child Wellbeing Unit (CWU) must be communicated on the day they are made by email to the Principal.
4. All documentation related to communication with DCJ or CWU must be collated in order of date with the *Reporting to Department of Communities and Justice (DCJ) or Child Wellbeing Unit (CWU) Information Summary* (Attachment 7) and the CWU green reporting form stapled to the front of the documentation. The documentation is given to the Principal as soon as possible within two days of being finalised. When not finalised within two weeks, all documentation is provided to the Principal at the end of the two weeks, with a minimum of fortnightly written updates until finalised.
5. \*\* Where appropriate the Principal communicates with senior officers in DoE and other appropriate agencies.
6. See *Legal Issues Bulletin 59 – Interim* (Attachment 9).

## 4.11 Supporting Student Health

### 4.11.1 Individual Health Care Plans and Emergency Care/Response Plans for students with health conditions including allergies and anaphylaxis

The health and wellbeing of students in this school is a priority. Students may have a range of health care needs and these may change over time.

Parents and carers are asked to provide information about their children's health both on enrolment and on an ongoing basis.

Parents and carers communicate with the school to develop an Individual Health Care Plan if their child has an allergy or health condition and must provide an *ASCIA Action Plan for Anaphylaxis*, provided by the student's doctor if the student is at risk of anaphylaxis.

Individual health care plans should be developed for the following.

- Severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- Any student who is diagnosed as being at risk of any emergency
- Any student who requires the administration of specific health care procedures

Emergency Care/Response Plans may be developed. This is developed by the Head Teacher Welfare in consultation with the parent/carer.

Sydney Distance Education High School seeks updated student health information from parents/carers annually or when the school is notified that a child's health needs have changed. All students with individual health care plans, which include advice and procedures for response, are tagged on the school's database and hard copies of the plans are displayed in reception, the staff common room, the library, all staff rooms and hubs. ASCIA Action Plans for students at risk of anaphylaxis and Emergency Response Plans for other health conditions are also displayed.

Students enrolled at Centre Schools and Single Course Students will provide our Sydney Distance Education High School with Health Care Plans created by their ERN school for our records.

### 4.11.2 Mandatory training requirements for anaphylaxis training

Anaphylaxis training is mandated for all permanent, temporary and casual employees who work in schools. SDEHS provides specialist anaphylaxis face to face training developed by NSW Health and ASCIA, delivered by a nurse educator every two years. The following information is provided by the Department of Education.

- Step 1:** All staff must undertake the ASCIA anaphylaxis e-training. It is essential that this course is completed in conjunction with practice using adrenaline autoinjector (EpiPen) trainer devices. Go to <https://etraining.allergy.org.au> to complete the course. This will take you to the ASCIA anaphylaxis e-training website.
- Step 2:** Submit a copy of certificate on arrival at school. This will be entered on the school's mandatory training register and the school's database. The certificate is valid for two years.
- Step 3:** Complete the face-to-face Anaphylaxis Training. Training sessions are organised annually at the school by qualified trainers.

EpiPens are located in a number of designated areas in the school. These locations are indicated on a chart clearly displayed around the school.

### 4.11.3 Mandatory training requirements for administration of prescribed medications at school

Administration of prescribed medication training (e-APMAS) is mandated for all permanent, temporary and casual employees who volunteer to administer prescribed medication to students at school.

At SDEHS, this training is accessed online. e-APMAS has been added to My PL@Edu as a developed course, DV02112. The following information is provided by the Department of Education.

- The administration of prescribed medication at school course consists of information regarding Departmental policy and a range of related resources. Also included are the procedures to be followed within schools that facilitate the safe administration of prescribed medication to students, including asthma treatments and anaphylaxis procedures.

**Step 1:** Employees who are responsible for administration of prescribed medication at school go to the (e-APMAS) course available from the Department's intranet through the following link:  
<https://detwww.det.nsw.edu.au/lists/directoratesaz/proflearn/eapmas/index.html>

**Step 2:** Complete the course and print the certificate.

**Step 3:** Submit a copy of the certificate to the school office. This will be entered on the school's mandatory training register and the school's database. The certificate is valid for three years.

A compliance register with names of staff currently training in CPR, Prescribed Medication or as First Aid Officer is held in a folder in the Strongroom. This should be checked for currency when teachers preparing for excursions.

### 4.11.4 Mandatory training requirements for emergency care

Emergency care training is mandated for all permanent temporary and casual employees who work in schools. At SDEHS, this training is accessed online. The following information is provided by the Department of Education.

- The online e-Emergency care course consists of three parts, each of which must be successfully undertaken to print the certificate of completion. The online e-Emergency care course can be accessed through My Applications on the DoE portal as follows.

**Step 1:** Go to <https://www.det.nsw.edu.au/proflearn/ecare/index.html> to complete the course and print the certificate.

**Step 2:** Submit a copy of certificate on arrival at school. This will be entered on the school's mandatory training register and the school's database. The DoE course must be completed at least once every three years.

## 4.11.5 Checklist for a student identified as having an allergy, including a risk of anaphylaxis

**Please note:** references to Appendices below refer to those in Anaphylaxis Procedures for Schools 2012, copied in Attachment 2 of this document.

Actions	Response
A copy of the form Students with allergies, Appendix 1 has been provided to the parent	SASS to post
Parent has been provided with Information for Parents and Carers of students at risk of anaphylaxis, Appendix 2	SASS to post
Parent has provided school with completed: <ul style="list-style-type: none"> <li>• Authorisation to contact doctor form, Appendix 3</li> <li>• Severe Allergies – Information from the doctor form, Appendices 4</li> </ul>	SASS to post
Contact with parent made to discuss arrangements for supporting their child at school	HT Welfare
Risk minimisation strategies developed and documented	HT Welfare
Individual health care plan and emergency care/response plan (when required) developed and documented	HT Welfare
Parent has provided school with an ASCIA Action Plan for Anaphylaxis, completed and signed by the doctor	Parent/carers
Communication strategy developed and implemented	HT Welfare (Year 10)
Training needs of staff addressed	Professional Learning Team
School has system in place for review of the student's Individual Health Care Plan, at least annually	HT Welfare (Year 10)
School has system in place for keeping records in relation to anaphylaxis and support for the student.	DP (10)

#### 4.11.6 Processes for students who are sick at school or at a Learning Hub

Sydney Distance Education High School assist students who have health support needs at school by means that include the provision of first aid (including emergency care), the provision of temporary care when students become unwell at school, the administration of prescribed medications and health care procedures, and the development of individual health care plans if required. Students who become unwell at Sydney Distance Education High School or at a Sydney Distance Education Learning Hub are best transferred to the care of parent/carer. The aim of care given at Sydney Distance Education High School and our Learning Hub to such students is to make them comfortable in the interim.

At Sydney Distance Education High School, the following processes are used:

- In all cases where a student is unwell at school, the school's first aid officer is notified so they can assess the student and keep a record of the event and any treatment administered in the First Aid Register. At the off-site Learning Hubs, the teacher performs this role and notifies the Learning Hub Coordinator and front office at school.
- Follow directions as stated in Individual Health Care Plans.
- In a medical emergency, an ambulance is phoned. This includes in the case of anaphylaxis or if stipulated in a student's Individual Health Care Plan.
- Parents/supervisor if contacted and if they are not contactable, the emergency contact is contacted so that the student can be collected from school or Learning Hub.
- Sick bay officer monitors student at school until parent collects. The Learning Hub teacher monitors student until student is collected.
- In the event that the parent/ supervisor or emergency contact is not contactable, teacher is to inform a Deputy Principal or Principal for advice.

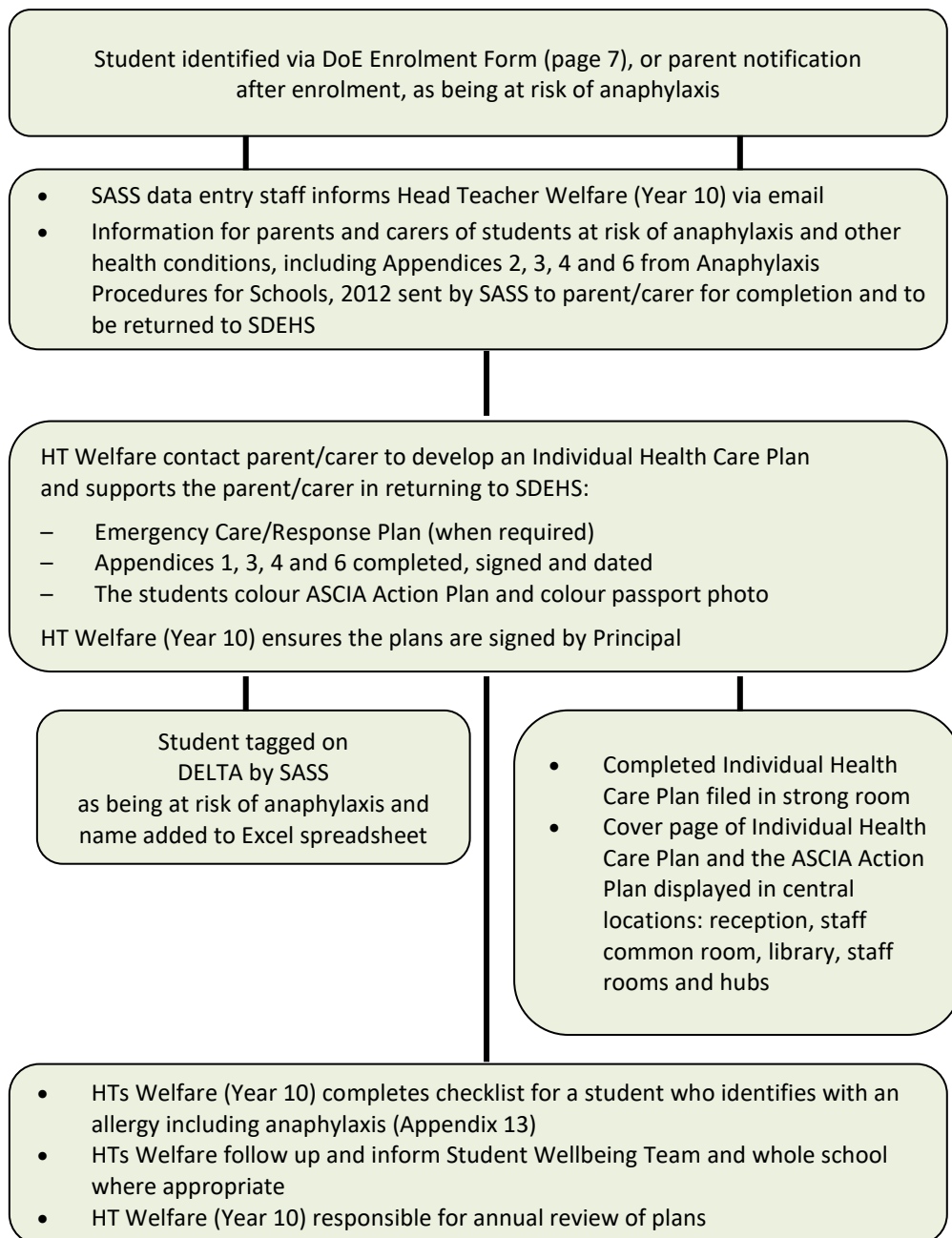


## 4.11.7 Excursions and Study Days

All Individual Health Care Plans and ASCIA Action Plans are kept in a folder specifically for reference on Excursions and Study Days. The organising teacher is required to collect the folder whenever an identified student is attending. The folder must be returned at the end of the activity.

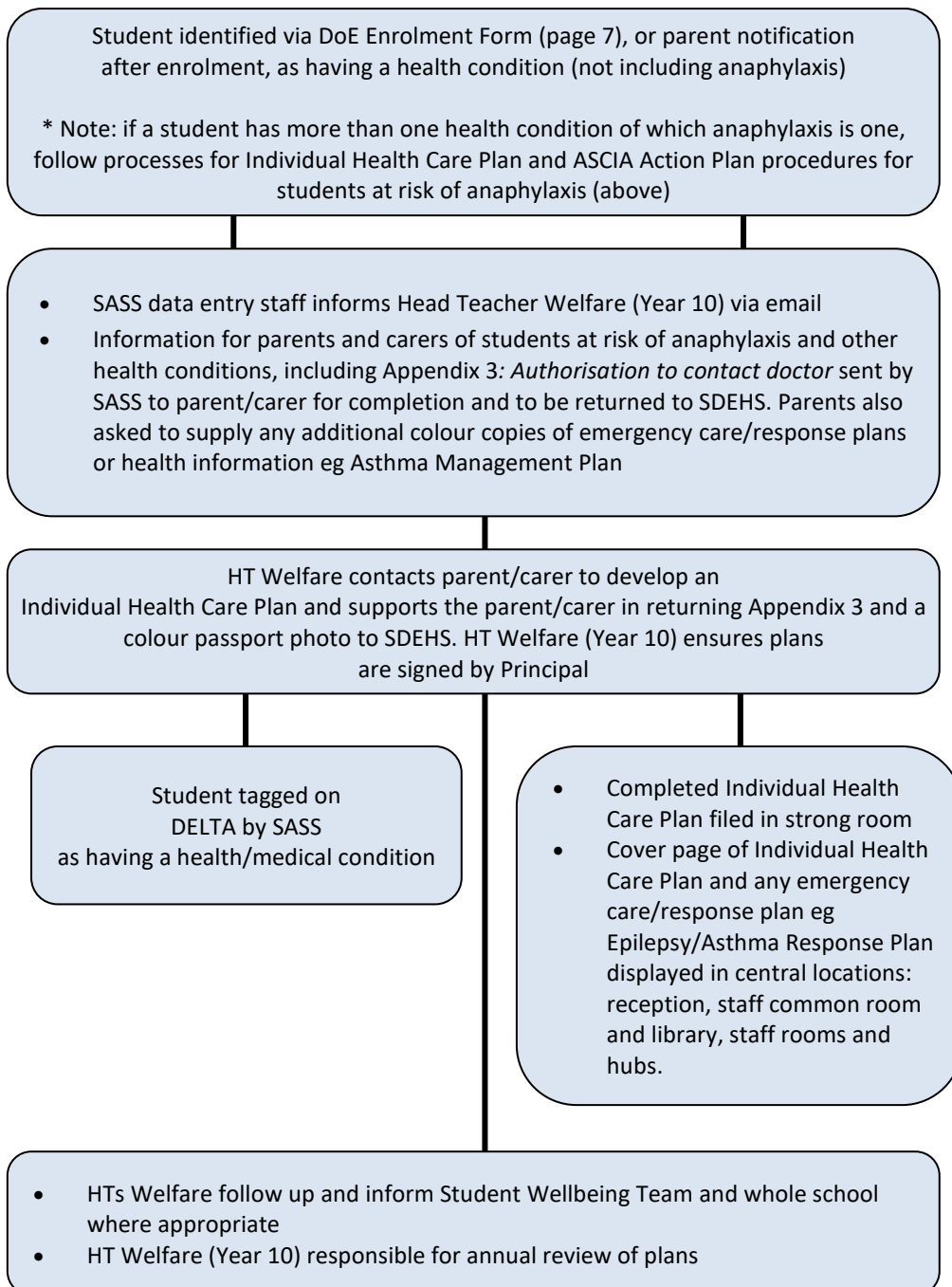
### Individual Health Care Plan and ASCIA Action Plan procedures for students at risk of anaphylaxis

**Please note:** references to Appendices below refer to those in Anaphylaxis Procedures for Schools 2012, copied in Attachments 2 & 3 of this document.

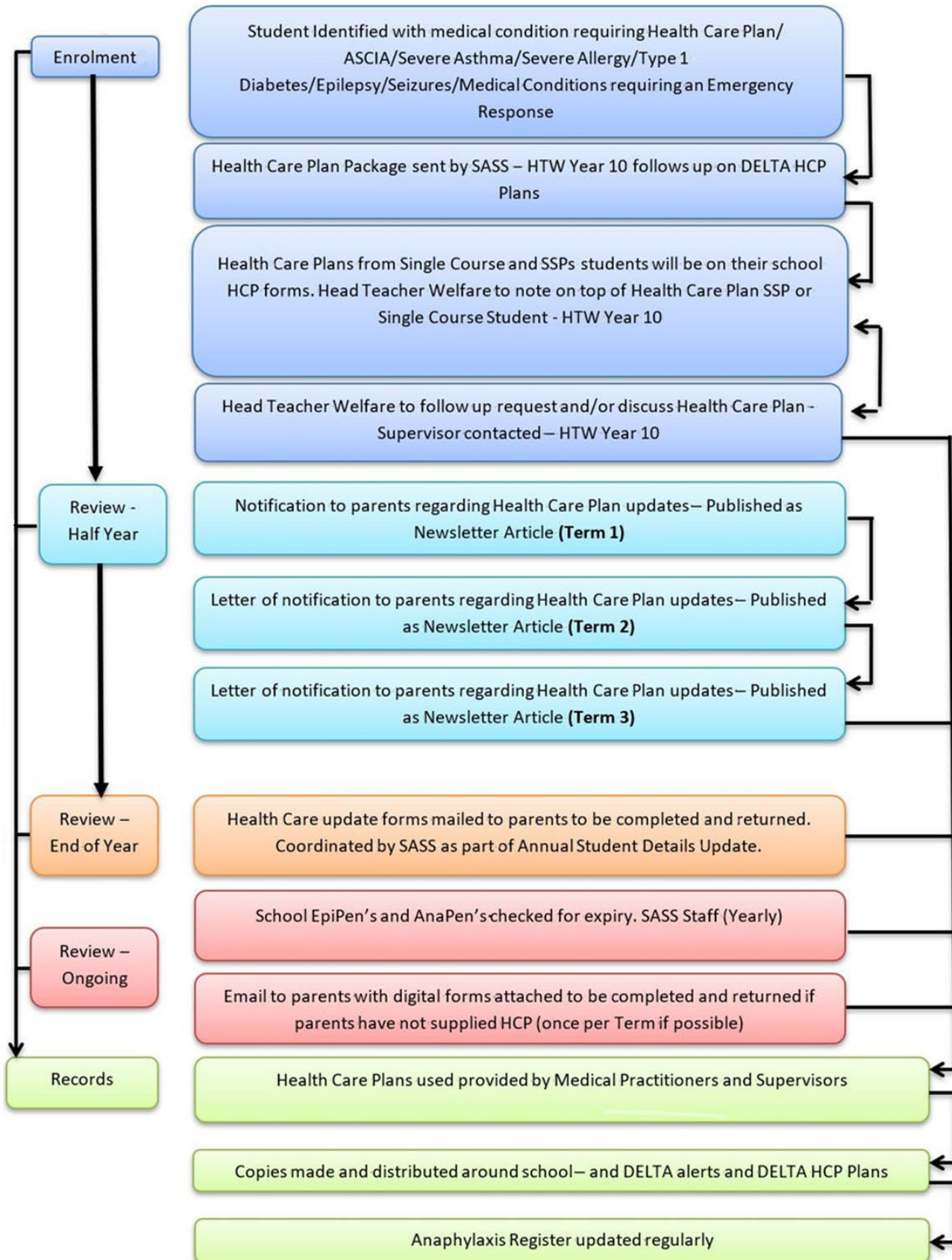


## Individual Health Care Plan for students with health conditions (*NOT* including Anaphylaxis)

**Please note:** references to Appendices below refer to those in Anaphylaxis Procedures for Schools 2012, copied in Attachments 2 & 3 of this document.

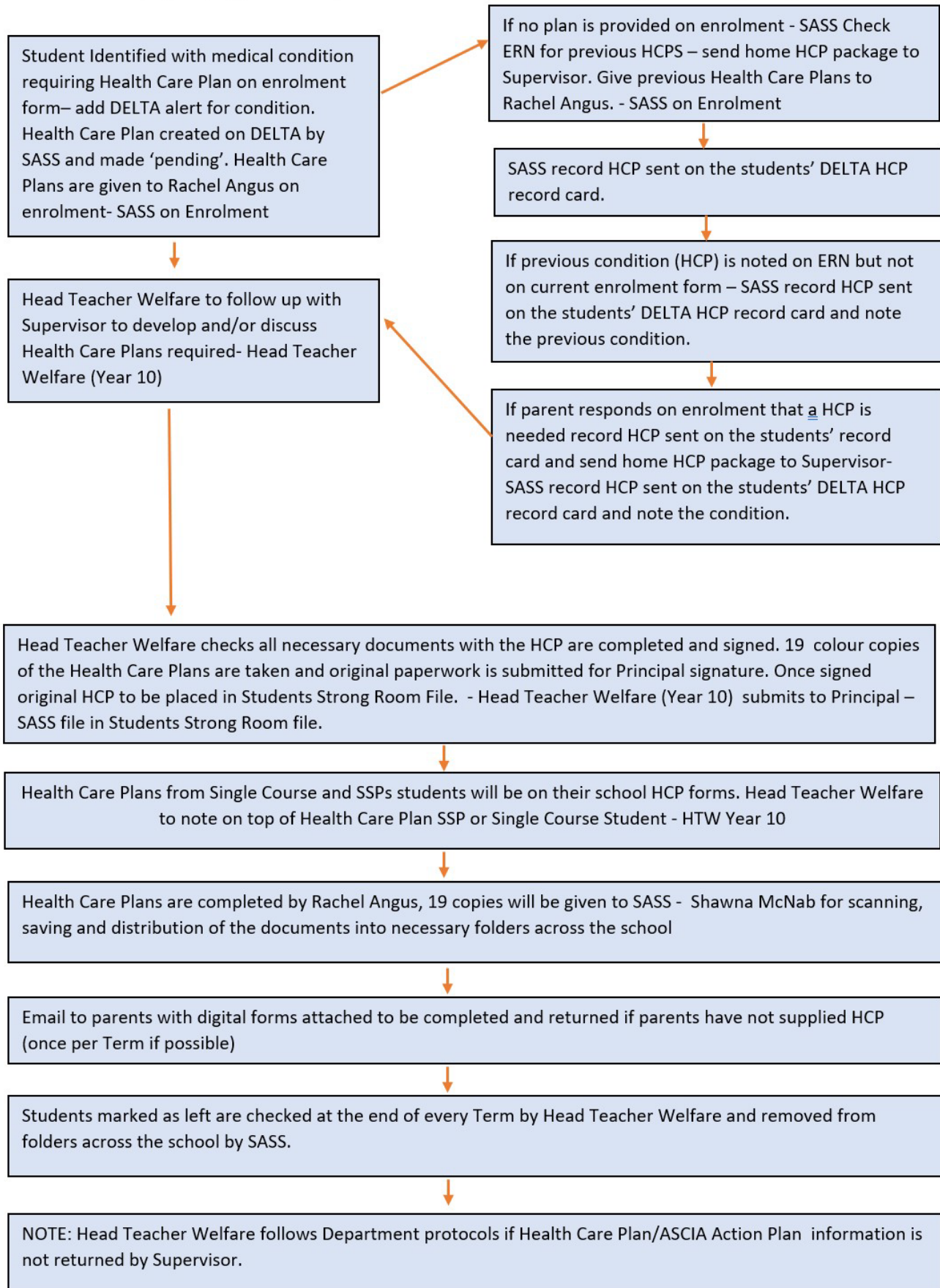


## Health Care Plans –Review Procedures



Note: If Health Care Plans and/or ASCIA Action Plans are not provided after a number of requests, a report by the Head Teacher Welfare should be made through the Mandatory Reporters Guide and the Child Wellbeing Unit.

## Enrolment Procedures for Health Care Plans/ASCIA/Severe Asthma/Severe Allergy/Type 1 Diabetes/Epilepsy/Seizures/Medical Conditions requiring an Emergency Response



## 4.12 Anti-bullying Policy

The Department of Education *Bullying of students Prevention and Response Policy*, updated 17 January 2019 with a range of implementation documents and support materials, is published on the department's policy website.

<https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

The school's Anti-bullying Plan for 2022 is published in this SDEHS Student Wellbeing Policy and on our school website.

### Support Materials can be accessed at:

- <https://education.nsw.gov.au/policy-library/related-documents/bias-based-bullying-factsheet.pdf>
- <https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy>
- <https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>
- <https://antibullying.nsw.gov.au/>
- <https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

### 4.12.1 What is bullying?

Bullying has three main features:

- involves a misuse of power in a relationship
- is ongoing and repeated, and
- involves behaviours that can cause harm.

Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Bullying can have a lasting impact on everyone involved, including those who witness it. That it is important to work together to create safe school communities for everyone.

Some behaviours, while not bullying, are conflicts that still need to be addressed and resolved.

Examples include:

- mutual arguments and disagreements (where there is not power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

Bullying can also happen online using technology such as the internet or mobile devices. This is known as online bullying or cyberbullying.

A person can be bullied about many different things such as how they look, sound or speak; their background, religion, race or culture including Aboriginality; having a disability; their sex; because they are lesbian, gay, bisexual, transgender, and/or intersex (LGBTQIA+); their size or body shape or any other ways they may be different.

Some students are bullied about their academic or sporting achievements or hobbies.

Bullying behaviour can be:

- **verbal** including name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** including hitting, punching, kicking, scratching, tripping, spitting
- **social** including ignoring, excluding, ostracising, alienating, making inappropriate gestures

- **psychological** including spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones
- online (or cyber) bullying can impact on all the above.

The school has a range of policies and practices, which apply to student behaviour generally. The school's Anti-bullying Plan sets out the processes for protecting, preventing, early intervention and responding to student bullying.

## What bullying is not

A single incident or disagreement between peers is not bullying. However, these behaviours may lead to bullying and should be resolved.

### In the classroom

Teaching and supporting diversity in the classroom.

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/in-the-classroom>

### On the playground

A whole-school approach to preventing bullying behaviour on the playground and other environments.

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/on-the-playground>

### Online

Recognising and responding to online bullying and related resources for educators.

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/sample-menus>

### Student voice

How to encourage student voice and turn bystanders into upstanders.

<https://antibullying.nsw.gov.au/educators/Preventing-and-responding-to-bullying/Student-voice-Student-action>

## Preventing Bullying

Whole-school approaches to preventing bullying focus on a supportive, caring respectful teaching and learning community. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of the whole school community.

School staff members have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan

- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

Parents and caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

All members of the school community have a responsibility to prevent bullying in schools.

Strategies may include:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

#### **4.12.2 Online (or cyber) bullying**

Online bullying is using technology such as the internet or mobile devices to bully someone. It can include:

- sending abusive text messages and emails
- posting hurtful or threatening material on social media like Instagram, Facebook, Twitter and Snapchat, or on gaming networks
- imitating or excluding others online
- tagging inappropriate or unflattering images
- threatening another person to do something such as sending revealing images.

Online bullying is generally covert in nature and kept out of sight from adults. This means that it is identified less often than overt forms of bullying. Signs that someone may be being bullied online include:

- an increased preoccupation with social media or technology
- visible tiredness
- being visibly upset after using the computer or mobile phone
- avoiding the use of technology
- being more vigilant and checking technology constantly
- nervousness while using technology
- being more withdrawn
- a change in engagement or school attendance patterns.

<https://esafety.gov.au/esafety-information>

## 4.12.3 Anti-bullying Plan

Sydney Distance Education High School is committed to providing a safe and secure environment for all members of the school community. We respect at all times individual differences and the rights of others.

At Sydney Distance Education High School, we believe that every person:

- has the right to learn in a safe environment
- should respect and value others.



# ANTI-BULLYING PLAN 2024

## Sydney Distance Education High School

Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

### Resources

The NSW anti-bullying website (see: <https://antibullying.nsw.gov.au/>) provides evidence-based resources and information for schools, parents and carers, and students. Schools are encouraged to visit the website to support whole-school prevention, early intervention and response approaches and strategies for student bullying behaviour.

### Sydney Distance Education High School's commitment

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing. Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

### 1 School culture and inclusion

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour.

Our school engages in the following practices to promote a positive school culture.

#### 1.1 Student and community communication

Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.

Dates	Communication topics
T1	Newsletter: Behaviour codes for students
T2	Newsletter: What is bullying including online (or cyber) bullying?
T3	Newsletter: Shared responsibilities for preventing and responding to bullying behaviours
T4	Newsletter: e-Safety issues and how to report
Various	Bullying issues may be discussed at school events such as Big Day In (open day) and at Harmony and Diversity Day
Various	Information communicated at learning hubs
Ongoing	Kids Helpline and Parent Line contact information published in every newsletter
On enrolment	All students sign the Department and school Behaviour Codes for Students and Anti-bullying action flowchart which are referred to during the Launchpad Student Induction Program

NSW Department of Education | PD-2010-0415-01-V1.1.2 | Applicable from 27/01/2021  
If this is a printed document, refer to the department's Policy Library for the most recent version.

1



## 1.2 Staff communication and professional learning

Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and identify, discourage, prevent, and respond effectively to student bullying behaviour.

Dates	Communication topics and professional learning
Various	Teaching and reinforcing respectful relationships
Various	Anti-bullying action flowchart in the school's Student Wellbeing Policy
Various	Professional learning through staff meetings and the school's New Teacher Induction Program
Various	Collaboration at Coordinated Support Meetings and with Student Wellbeing Team members

## 1.3 New and casual staff

New and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour in the following ways.

1. Information is provided in the new teacher induction package and induction workshops for teachers when new staff enter on duty at the school
2. School website and school intranet
3. Anti-bullying plan in Student Wellbeing Policy
4. Professional development activities

## 2 Partnerships with families and community

Effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Our school proactively builds collaborative relationships with families and communities to create a shared understanding of how to support student learning, safety and wellbeing.

### 2.1 Website

Our school website has information to support families help their children to regulate their emotions and behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour).

The following are published on our school's website. Check the boxes that apply.

- School Anti-bullying Plan       NSW Anti-bullying website       Behaviour Code for Students

## 2.2 Communication with parents

Our school will provide information for parents to help promote a positive school culture where bullying is not acceptable and to increase parent's understanding of how our school addresses all forms of bullying behaviour.

Dates	Communication methods
Terms 1-3	Virtual Assemblies
Terms 1-4	Parent online forums
Ongoing	Communication with parents, carers, supervisors and students
Ongoing	School website and school newsletters
Ongoing	Communication at the learning hubs as appropriate

## 3 Support for wellbeing and positive behaviours

Our school's practices support student wellbeing and positive behaviour approaches that align with our school community's needs.

Social and emotional skills related to personal safety, resilience, help-seeking and protective behaviours are explicitly taught across the curriculum in Personal Development, Health and Physical Education (PDHPE).

Examples of other ways our school will embed student wellbeing and positive behaviour approaches and strategies in practices include the following.

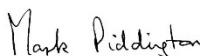
- Enrolment package includes information for supervisors and students
- Habits of Mind included in the Student Induction Launchpad Program
- Positive behaviours promoted at our learning hubs
- Student Leadership Group
- Big Day In
- Harmony and Diversity Day
- Newsletters
- Presentation days
- School clubs
- Developing risk management and behaviour support plans and strategies where required
- Supporting individual students to manage bullying behaviour where required

Completed by: Lisa Keating, Julie Kennedy, Anna Hampouris, Timothy Higginbotham and Jinsy Jacob

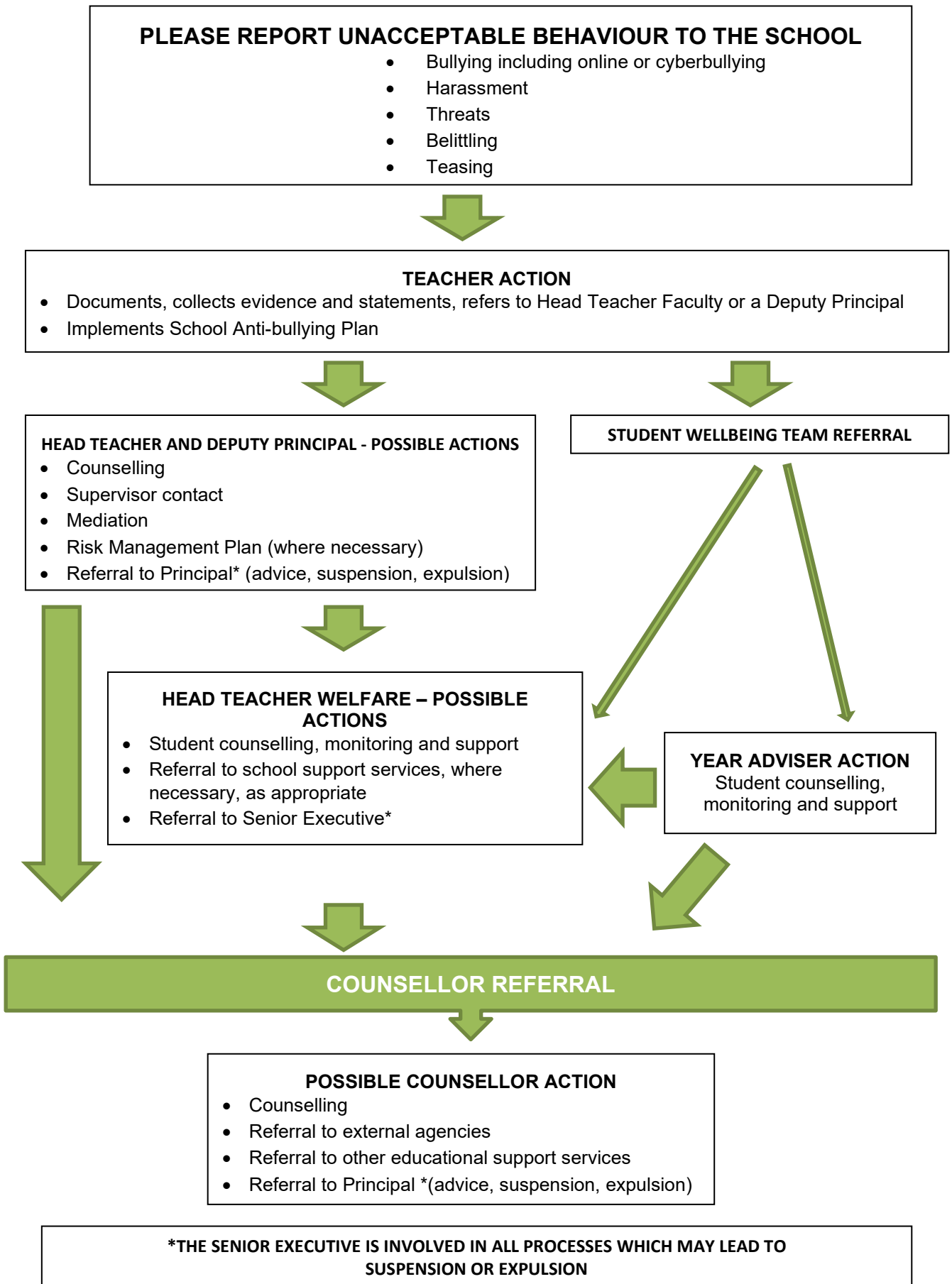
Position: Co Principal, Deputy Principal, Head Teachers Welfare

Signature:  Date: 24 November 2023

Principal name: Mark Piddington

Signature:  Date: 24 November 2023

#### 4.12.4 Anti-bullying action flowchart



## 4.13 Responsible Use of Technology

### 4.13.1 Email messaging

At Sydney Distance Education High School, the following procedures are followed in relation to email messaging.

**Within elearning**The elearning Team conducts weekly reviews of all message logs.

Any incident of inappropriate use is reported to the Head Teacher, Teaching and Learning (elearning), who responds as below.

#### On a forum or wiki

**Note:** This is a faculty responsibility.

Forums and wikis should be monitored by teachers as part of their regular teaching practice. Any incident of inappropriate use is reported to the Head Teacher (HT) Faculty.

#### Response

The Head Teacher to whom the matter is referred then responds as follows.

- Analyses all message logs or forum posts of each student involved
- Contacts the student who received the inappropriate email and their supervisor and informs them the matter is being investigated and addressed
- Contacts the student and their supervisor by phone and follow up letter and informs them of the inappropriate behaviour
- Refers perpetrator and 'victim' to School Counsellor for follow up
- Delivers an ultimatum:
  - If the student who sent the inappropriate email agrees in writing to behave appropriately and with respect in the future then they keep their messaging and forum rights
  - If the student does not respond to HT contact, or they send more inappropriate messages, then their messaging and forum rights are taken away, whereby the student and supervisor is contacted again by the HT.

All action is documented and kept in the students' file and recorded on DELTA, the school database.

### 4.13.2 Student Use of Digital Devices and Online Services Procedures

#### Rationale and objectives

Sydney Distance Education High School supports the restrictions of mobile phones in accordance with the NSW Department of Education Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. We promote safe learning environments which support and enhance each child's social and emotional health through our wellbeing and learning support teams.

Our school has elected to use the following approach.

All mobile phones will be 'off and away' when attending a learning hub or a school event such as a study day or excursion, including during recess and lunch. This means that students will have a responsibility to turn off their phones and store them safely in their school bags. Students will still be able to carry their phones while travelling to and from school. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure that every student maximises their learning and social growth in a safe and supportive environment.

## Contacting students

Sydney Distance Education High School understands there may be emergencies when parents need to contact students or students may need to contact their parents or carers during the school day. To avoid disturbing the students' learning we encourage this to be kept to a minimum. Parents and carers can contact the school through the school office by phone on (02) 9383 0200 or [learning hub mobile phone](#). Students will also be able to contact parents or carers if they seek permission from the supervising teacher.

## Inappropriate use of Mobile Phones

School procedures to be followed in case of a student's inappropriate use of a mobile phone at a learning hub or school event (such as a study day or excursion) are as follows.

The supervising teacher will tell the student to stop using the phone, turn the phone off and put the phone in their bag ('off and away'). The teacher will give a maximum of two warnings.

On the third warning the teacher will phone the student's supervisor and ask them to collect the student from the learning hub or school event (if possible).

A teacher will phone the student and supervisor to re-negotiate a commitment that the mobile phone protocols will be adhered to by the student at future school activities.

Where there is repeated misuse of the mobile phone teachers will liaise with a Deputy Principal regarding further consequences. For example, the student will be required to hand in their phone to a supervising teacher for safe keeping while the student is at school.

Refer to the following policies and procedures:

- [Student Wellbeing Policy](#)
- [Learning Hubs Handbook for Students and Supervisors](#)

## Exemptions

Sydney Distance Education High School understands that some students may have exceptional medical, wellbeing or learning needs which will require them to access a mobile phone when attending a learning hub or school event.

If you have concerns about your child not having access to a mobile phone when attending the learning hubs or school events, you may contact the Deputy Principal of the year group by phone on (02) 9383 0200.

The parent/carer and supervisor wishing to apply for an exemption will need to send an email to the school account (E: [sydneyh-d.school@det.nsw.edu.au](mailto:sydneyh-d.school@det.nsw.edu.au)) with the following information.

- The student's name and year.
- The health or wellbeing reason for the exemption.
- The requested adjustments to school-based practices and procedures.
- Supporting medical certificate.

Each application for an exemption will be considered by a Deputy Principal and the Learning and Support Team and the parent/carer/supervisor will be informed of the agreed outcome. Teachers of the student will be informed of the exemption.

## Using mobile phones for an educational purpose during a lesson or at a school excursion

There may be situations where students are required to use their phones during a lesson or on a school excursion. In these situations, the staff member will need to monitor students' use of the phones to ensure that they are used for the designated purpose, and once the lesson/activity is completed, ensure that students comply with managing their phone in line with the school's procedures.

## 4.14 Anti-racism Policy

The Department of Education *Anti-racism Policy Statement* is as follows and is implemented as this school's Anti-Racism Policy in the context of our school.

- 1.1 The NSW Department of Education rejects all forms of racism. It is committed to the elimination of racial discrimination – including direct and indirect racism, racial vilification and harassment – in its organisation, structures and culture, in its curriculum, and in the learning and working environments for which it is responsible
- 1.2 No student, employee, parent, caregiver or community member should experience racism within the learning or working environments of the Department
- 1.3 Eradicating expressions of racism in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of the Department of Education
- 1.4 All teaching and non-teaching staff members contribute to the eradication of racism by promoting acceptance of Australia's cultural, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviours
- 1.5 Schools and workplaces have trained Anti-Racism Contact Officers and provide timely and professional responses to complaints regarding racism

The school has an Anti-racism Contact Officer (ARCO) who responds to complaints about racism, as appropriate. Initially, concerns about racism should be raised with a Deputy Principal, who will refer the concern to the ARCO.

## 4.15 Procedures for managing drug related incidents at SDEHS

Sydney Distance Education High School plays an important role in helping to prevent drug use problems amongst young people. Our curriculum and student welfare strategies help to strengthen protective factors and minimise risk factors known to be associated with drug misuse by young people. This policy covers the possession and use of alcohol, tobacco, vaping, Misuse of inhalants/solvents, illegal drugs and the misuse of over-the-counter and prescribed medications, including the supply of restricted substances, on school premises by students.

### Protective factors

- a sense of belonging to SDEHS
- having at least one close relationship with a parent, teacher, relative or mentor who
- can provide guidance and emotional support
- membership of a peer group that actively discourages drug use
- a sense of self-efficacy and personal responsibility
- well-developed social and interpersonal skills and adequate decision-making skills
- academic success and commitment to schooling.

### Risk factors

- school failure and academic difficulties
- a high rate of absenteeism and truancy
- a lack of commitment to schooling
- transitions to a more impersonal, more anonymous and less protected environment.

## **Positive links with key community agencies**

Sydney Distance Education High School maintains strong links with key community agencies to respond to drug related issues and reinforce the notion of community 'ownership' of drug issues. At Sydney Distance Education High School, we aim to establish proactive relationships with relevant community agencies that provide support services to school age community members and their families.

## **Responding to information about possible drug use**

All teachers at Sydney Distance Education High School are to ensure steps are taken to protect children and young people against any risk of harm which is reasonably foreseeable.

Where a teacher reasonably suspects, based on personal observation or knowledge, that a student is involved in drug related behaviours, the teacher must inform the Principal as soon as possible. The purpose of informing the Principal is to ensure that appropriate actions are taken.

Actions include:

- speaking with the student about concerns
- discussing concerns with parents/carers
- monitoring the situation
- referring the student to the school counsellor for assessment of drug use problems
- self-referral by the student to the school counsellor.

## **Contacting School Safety and Response Hotline**

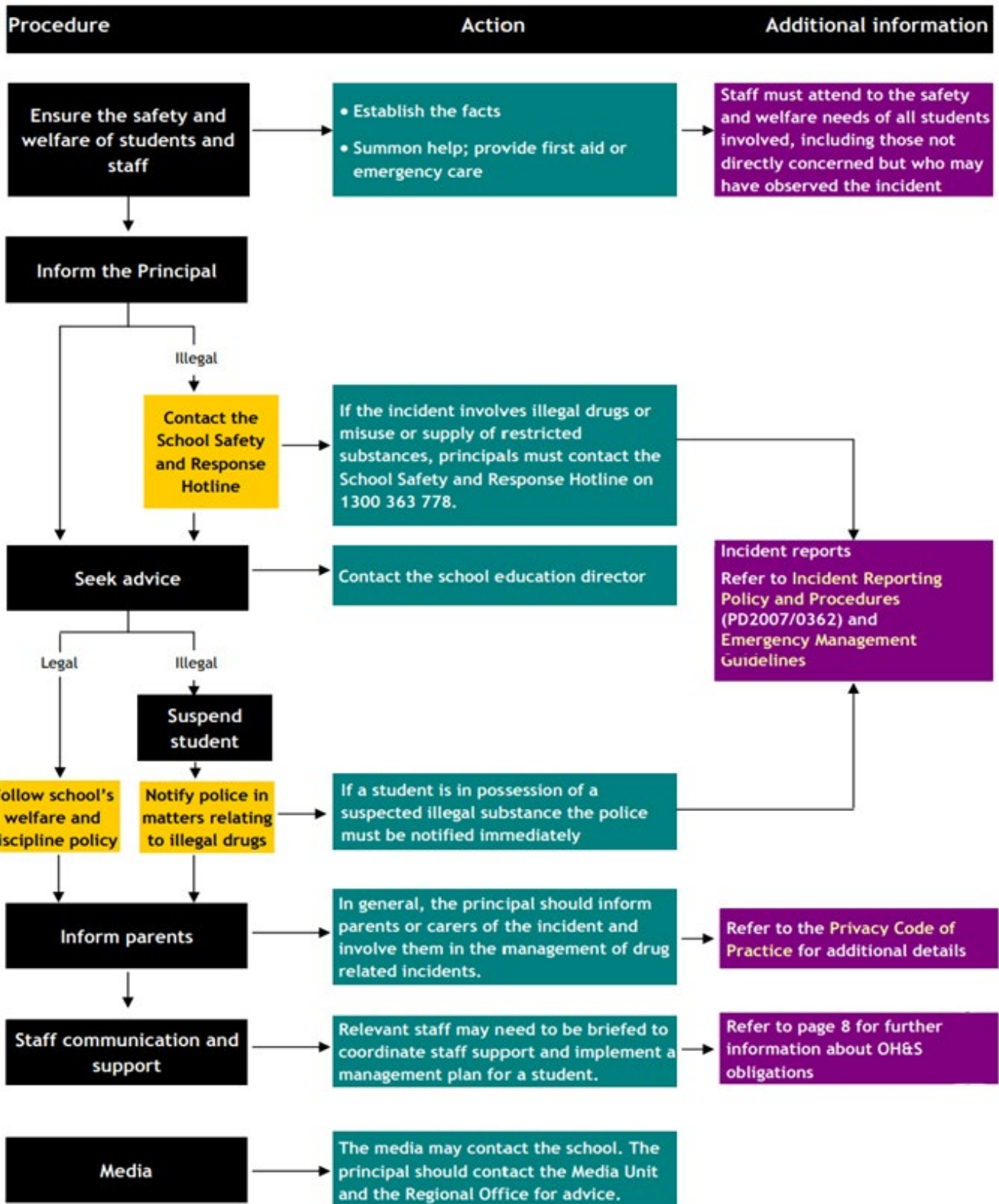
If the incident involves illegal drugs or misuse or supply of restricted substances, The Principal at Sydney Distance Education High School must contact the School Safety and Response Hotline (Intranet only) on 1300 363 778. Details will be taken and advice and support provided.

## **Notifying police in matters relating to illegal drugs**

If a student is in possession of a suspected illegal substance the police must be notified immediately by the Principal at Sydney Distance Education High School.

*Note: There is an obligation under the Crimes Act to report the commission of a serious indictable offence or belief that such an offence has been committed. Some offences in relation to drugs are serious indictable offences.*

### Summary flowchart





## 4.16 Anti-social and Extremist Behaviour

Sydney Distance Education High School does not tolerate anti-social or extremist behaviour. If teachers become aware of extremist behaviour they should refer this immediately to the relevant Deputy Principal who will then discuss with the Principal. See Attachment 6.

## 4.17 Additional Programs

The following programs, practices and courses are offered at Sydney Distance Education High School to promote the protection, safety, self-esteem and welfare of students. They are regularly reviewed ensuring they address the welfare needs of each student in a safe, responsive and harmonious teaching and learning environment. Opportunities are provided for students to demonstrate success in a wide range of activities, at all times valuing difference and ensuring that all students are treated in accordance with their special needs.

Program	Responsibilities
<ul style="list-style-type: none"> <li>All My Own Work</li> </ul>	Head Teacher Secondary Studies Years 11–12
<ul style="list-style-type: none"> <li>Anti-bullying</li> </ul>	Head Teachers Welfare and all staff
<ul style="list-style-type: none"> <li>Appropriate curriculum and teaching practices</li> </ul>	All staff
<ul style="list-style-type: none"> <li>Careers counselling</li> </ul>	Careers Advisers
<ul style="list-style-type: none"> <li>Disability Provisions</li> </ul>	Head Teacher Learning Support
<ul style="list-style-type: none"> <li>Field Service Visits</li> </ul>	All staff conducting visits
<ul style="list-style-type: none"> <li>First Aid courses</li> </ul>	PDHPE faculty
<ul style="list-style-type: none"> <li>Harmony / Diversity / Wear It Purple days</li> </ul>	Girls Coordinator, Boys Coordinator, LGBTQIA+ Coordinator, Student Support Officer
<ul style="list-style-type: none"> <li>Habits of Mind</li> </ul>	Induction Team
<ul style="list-style-type: none"> <li>Leadership courses / Social Justice activities</li> </ul>	Girls Coordinator, Boys Coordinator, Student Support Officer
<ul style="list-style-type: none"> <li>Mentoring programs</li> </ul>	Head Teachers Welfare Years 11–12
<ul style="list-style-type: none"> <li>Merit Award system</li> </ul>	Head Teachers Welfare Year 10
<ul style="list-style-type: none"> <li>Workplace Health and Safety courses</li> </ul>	TAS staff, VET staff
<ul style="list-style-type: none"> <li>School to Work program</li> </ul>	Careers team
<ul style="list-style-type: none"> <li>Volunteering</li> </ul>	Volunteering Coordinator
<ul style="list-style-type: none"> <li>Transition visits</li> </ul>	Transition Coordinators
<ul style="list-style-type: none"> <li>Work experience/Work readiness programs</li> </ul>	Careers and VET teams

# **Sydney Distance Education High School**



- A. Exemption from Attendance**
- B. Exemption from Enrolment**
- C. Extended Leave – Travel**
- D. Withdrawal from Enrolment**

## **Process and Procedures 2019**

Updated 8 May 2019

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## 1 General Principles

- i A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.
- ii A *Certificate of Exemption* must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored. For example, it may be in the student's best interests and be more appropriate to access Distance Education.
- iii In these Procedures the term 'parent' or 'parents' includes any person or persons having the custody or care of a child.
- iv A *Certificate of Exemption* should not be approved where the student has been the subject of contact with the Child Wellbeing Unit or a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a *Certificate of Exemption* a risk assessment should be completed to identify and manage risks.
- v Where the delegate is aware of existing child protection concerns, (including where it may be in the child's best interests to grant the exemption) the Director, Student Engagement and Interagency Partnerships must be consulted prior to approval being granted.
- vi If parents request authority not to enrol their child, this must be considered an application for exemption from enrolment.

## 2 When can a student be granted an Exemption from Attendance at School?

- i Certificates of Exemption from the compulsory schooling requirements of the Education Act (1990) must only be granted by the delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered
- ii Applications for a Certificate of Exemption from School must be managed consistent with the Exemption from School – Procedures. Principals must consult this document when considering an application for Exemption from School.

Principals, Directors, Educational Leadership and Executive Directors (Schools) may grant exemptions due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a direction under the *Public Health Act 2010*. (*The parent is not required to complete an application for exemption*)
- participation in elite arts or elite sporting events

### 3 Authority to grant exemptions

- i Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, to:

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.	Director (Schools)* Principal <i>Note: In large scale productions or for long term commitments to such a production the application should be referred to the Director, Student Engagement and Interagency Partnerships</i>
Exemption from school attendance for students participating in elite arts or elite sporting events up to 100 days in a twelve month period for any one student.	Director (Schools)* Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student.	Director (Schools)* Principal
Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.	Executive Director (Schools)
<b>For periods exceeding the delegate's authority the application should be referred to the next most senior delegate.</b>	
Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment - Age	Deputy Secretary, Education and Communities with the responsibility for Schools and Executive Director (Schools)
Exemption from enrolment - Health, learning or social needs or disability	
Exemption from enrolment - Completion of Education under Special Circumstances	Executive Director (Schools), Director (Schools)* and secondary principal

## A Exemption from Attendance at School

**Note:** Students travelling during school terms are not to be exempt - see page 8: *Applications for Extended Leave (travel or holiday)*.

- i In general, official Exemption from Attendance at SDEHS is to be seen as a LAST-RESORT.
- ii Any application for Exemption from Attendance must be accompanied by a written report from the Year Adviser – see sample report page 6.
- iii Certificates of Exemption must only be granted by the delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered.
- iv. Principals, Directors, Educational Leadership and Executive Directors (Schools) may grant exemptions due to:
  - A. **Exceptional circumstances** (including the health of the student where sick leave is not appropriate)  
Conditions for approval of Exemptions from Attendance for exceptional circumstances, including medical, are:
    - Course completion requirements must be met regardless of the length of the leave approved. This includes completion of outstanding assessment tasks.
    - Any assessment tasks due during the leave period will be rescheduled immediately on return where possible.
    - Warning Letters will not be sent during the period of exemption. However, the sending of Warning Letters will resume, according to the SDEHS Warning Letter Procedures, at the end of the leave period.
  - B. **Young Parents:** At SDEHS, if a student is expecting a baby, they may negotiate with the Supervisor of Young Parents for an Exemption from Attendance application to be filled out pending the birth - the dates will be confirmed by the Supervisor of Young Parents closer to the due date of the baby. SDEHS understands that young mothers may need a six week period to adjust to their changing circumstances. Stage 6 students should be encouraged to maintain a regular and continuing engagement with their learning materials and teachers to ensure completion of their courses. Stage 4 & 5 students should be encouraged to maintain regular and continuing engagement with the Supervisor of Young Parents, the Year Adviser or their Roll Call teacher.
  - C. **Vocationally Talented Students:** At SDEHS, in general, Exemption from Attendance at School will not be supported for Vocationally Talented students who may travel for short periods of time for competitions, auditions or other commitments – these students are expected to continue to meet the conditions of enrolment in distance education, especially the regular return of work and completion of Assessment Tasks. At enrolment, Parents, Supervisors and Principals sign statements that they are aware of these conditions. Students must be made aware that non completion of coursework and assessments can result in NESA 'N' determinations for Stage 5 and 6.

### SDEHS Process for Exemption from Attendance at School

1. If a student is seeking leave for 10 school days or less, written notification from parent / supervisor is required and where appropriate a medical certificate should be requested. The Year Adviser will consult with the Head Teacher Welfare and Deputy Principal to discuss any possible alternatives to leave. If it is considered to be in the student's best interest, the Deputy Principal may approve exemption. If approved, the Year Adviser will place a copy of the written notification/medical certificate in the student's file, notify the parent/supervisor and notify all teachers of the period of leave via the school database.
2. If more than 10 school days, Year Adviser discusses the request and any possible alternatives to exemption with the Head Teacher Welfare. If exemption is considered to be in the student's best interest, the Year Adviser completes a Written Report (see page 6) and requests the parent/supervisor to complete a written report an *Application for Exemption from Attendance/Enrolment at School*.
3. The Year Adviser provides the Deputy Principal with the Written Report and the completed Application. If less than 100 school days in a 12 month period, the Principal may approve. If 100 school days or more in a 12 month period, the Principal will forward the application to the delegate responsible for approval.
4. If approved, the Principal completes a *Certificate of Exemption from Attendance/Enrolment at School* and notifies the Year Adviser. The Year Adviser informs the parent/supervisor and notifies all teachers of the period of leave via the school database. The Principal may decline to accept an Application for Exemption. In this case the parent/supervisor must be advised in writing. Refer to example letter – *Declining an Application for a Certificate of Exemption* (p 10)
5. The Year Adviser sends the original Certificate of Exemption to the parent/supervisor and also emails a scanned copy to the parent/supervisor.
6. The Deputy Principal attaches a copy of the Certificate of Exemption to the Application and stores these in the students file.
7. The Head Teacher Welfare or the Year Adviser contact the student/supervisor prior to the end of the period of exemption and states that "teachers have an obligation to send WL's (etc) and to ensure that their students are engaging, and students have an obligation to engage with their learning and return work in all subjects every week. Now that XXX's leave period has ended, we would expect work for all subjects to arrive at the school by xx/xx/xx (8 school days after the leave period ends) at the latest". Head Teacher Welfare/Year Adviser enters details of conversation on School database as a Student Contact, so that all teachers know when to expect work to be returned.

## Written report from Year Adviser to DP to accompany application for Exemption from Attendance

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

### Year Adviser Recommendations in relation to Student Leave Application

- I have spoken to the parent / supervisor and contact has been noted on DELTA
- I have discussed this application for leave with the HT Welfare
- After negotiating with parent /supervisor and teachers, the CONDITIONS attached to this leave application are:

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- I have clearly articulated to the student/supervisor that official Exemption from Attendance is a last resort action and non-completion of coursework and assessments may result in NESA 'N' Determinations.
- I support / I do not support this application

YA Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## B Exemption from Enrolment at School

- i. **Health:** The Deputy Secretary, Education and Communities with the responsibility for Schools and Executive Director (Schools) may grant such exemptions due to the health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists.
- ii. **Students enrolling at TAFE (Cert II) or gaining a full time apprenticeship or traineeship:**
  - A student under 17 who has not completed Year 10 of secondary schooling must remain enrolled at school or
    - in school, or registered for home schooling, or
    - in approved education or training (eg TAFE, traineeship, apprenticeship) or
    - in a combination of work, education and/or training.
  - Students wishing to complete Year 10 by entering a full time apprenticeship or traineeship, TAFE (Cert II), must obtain an Exemption from Attendance/Enrolment at school.
  - Young people who have completed Year 10, but are younger than 17 may leave school if they are engaged in full time study, employment or a combination of the two. For these purposes, “fulltime” is defined in the Act as a minimum of 25hpw.

### SDEHS process (Non-Health related) for Exemption from Enrolment at School

1. The parent/supervisor contacts the Year Adviser. The Year Adviser checks that the student has completed Year 9 and confirms that the student has been offered a full time apprenticeship/traineeship.
2. The Year Adviser ensures that the student and parent/supervisor understand that it will be a condition of exemption that if the student does not complete the pathway of study, he or she will be required to return to school or seek enrolment in TAFE. The Year Adviser advises the parent and student that the pathway of study or apprenticeship or traineeship must subsequently be approved by the Commissioner for Vocational Training, State Training Services or Director of TAFE as suitable for the student and that the contract attains a ‘registered’ status following the ‘probationary period’.
3. The Year Adviser discusses the request with the Head Teacher Welfare, and if considered appropriate, provides parent/supervisor a copy of the *Application for Exemption from Attendance/Enrolment at School*.
4. Parent/supervisor completes and returns to Year Adviser the *Application for Exemption from Attendance/Enrolment at School* together with a copy of a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation in which the employer agrees to notify DEC in writing (through the Principal) if the apprenticeship or traineeship is abandoned or cancelled before the student turns 17.
5. Year Adviser provides all completed documentation to the Deputy Principal.
6. If it is considered that the student is a suitable candidate to complete his or her education through the pathway of study, the Principal will issue a *Certificate of Attendance/Enrolment from School* and notifies the Year Adviser. The Principal may decline to accept an Application for Exemption. In this case the parent/supervisor must be advised in writing. Refer to example letter – *Declining an Application for a Certificate of Exemption* (p 11).
7. The Year Adviser ensures that all documentation related to the exemption including copies of sighted apprenticeship or traineeship or TAFE documents and copy of the Certificate of Exemption are stored in the students file.
8. Where approval is granted by the Principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period, the approval, and the exemption from compulsory education ceases to operate and the student’s parents must take other steps to comply with their compulsory schooling obligations.
9. Year Adviser finalises process of withdrawal from SDEHS and the removal of student from the attendance register.

**Note:** if the student does not complete the apprenticeship or traineeship TAFE or employment, he or she will not have completed Year 10. They will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school or seeking enrolment in TAFE NSW.



## C. Applications for Extended Leave (travel)

From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School - Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes.

A *Certificate of Extended Leave – Travel* should not be issued where the Principal is aware that the student has been the subject of a Child Protection report made to Family and Community Services, or contact with the Child Wellbeing Unit, and for whom unresolved issues concerning a risk of harm remain.

The Principal should not accept a reason for travel during school term if it is not in the best interests of the student. Educational, social and participation reasons should be specified on the application.

Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, which should be specified on the application.

### **SDEHS Process for Application for Extended Leave (travel)**

- 1. Year Adviser consults with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods.**
- 2. Year Adviser checks school database and discusses with Head Teacher Welfare to confirm that the student is not the subject of a Child Protection report made to Family and Community Services, or contact with the Child Wellbeing Unit, and for whom unresolved issues concerning a risk of harm remain**
- 3. Year Adviser discusses the request with the Head Teacher Welfare and if considered appropriate that the travel is during school term, provides an *Application for Extended Leave – Travel* to the parent/supervisor. Year Adviser requests travel documentation, such as travel itinerary or e-ticket, to be attached to the application**
- 3. The Year Adviser provides the Deputy Principal with the completed Application. The Principal may decline to accept an *Application for Extended Leave – Travel*. In this case the parent/supervisor must be advised in writing. Refer to example letter – *Declining an Application for a Certificate of Extended Leave – Travel* (page 12)**
- 4. If approved, the Principal completes a *Certificate of Extended Leave – Travel*. The Year Adviser informs the parent/supervisor and provides them with the original certificate. Year Adviser places a copy of the certificate in the student's file**
- 5. Year Adviser notifies all teachers via the school database**
- 6. If a student or students do not return on the date specified, the Year Adviser ensures that the parent/supervisor is contacted to establish the whereabouts of the student. If contact is not established then the Principal should follow processes associated with an Application for Home School Liaison Program support.**

#### **D. Withdrawal from Enrolment at School for students who have completed Year 10 but are not yet 17 years of age who are undertaking a minimum of 25 hours per week of work and /or training (eg TAFE (Cert II) traineeship, apprenticeship).**

- 1 Applications for withdrawal from enrolment at school must be made in writing.
- 2 SDEHS may grant the withdrawal of students of compulsory school age from the requirement to be enrolled in school provided approval has been given to their undertaking a minimum of 25 hours of work and/or further study after they have completed Year 10. Such exemptions will only be granted to a student where:
  - it is considered that, in all the circumstances, the student is a suitable candidate
  - SDEHS has received in writing the parents/supervisors direct permission for this to occur and sighted details or a summary training plan or work hours from the appropriate training organisation or employer
  - The parent/supervisor agrees to notify the Department of Education and Communities (through the Principal) if the work and/or study is abandoned before the student turns 17. If the student does not continue with the work and/or study, he or she will not have met the requirements for students of compulsory school age and will be legally required to do so (for example by returning to school or seeking enrolment in TAFE NSW).

##### **SDEHS Process:**

1. **The Year Adviser discusses the request with the Head Teacher Welfare, and if considered appropriate, contacts the parent/supervisor.**
2. **The Year Adviser ensures that the student and parent/supervisor understand that it will be a condition of exemption that if the student does not continue with the minimum 25 hours of work and/or training, he or she will be required to return to school or seek enrolment in TAFE until they are 17.**
3. **Parent/supervisor provides in writing to the Year Adviser (i) a written request for withdrawal (ii) details of the course of work and/or study**
4. **If approved, the Head Teacher Welfare completes letter '*Withdrawal from Enrolment at SDEHS for students who have completed Year 10 but are not yet 17 years of age who are undertaking a minimum of 25 hours per week of work and /or training*' (page 13) and provides this letter to the parent / supervisor**
5. **Head Teacher Welfare places a copy of the letter in the student's record file and finalises process of withdrawal from SDEHS.**

## E. Sample Letters

See following pages

# Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011  
Locked Bag 5000 POTTS POINT NSW 1335  
Telephone: (02) 9383 0200 Facsimile: (02) 9383 0222



## Declining an Application for a Certificate of Exemption

Dear Mr and Mrs \_\_\_\_\_

Thank you for the information received today confirming that your son/daughter \_\_\_\_\_ will be withdrawing from Sydney Distance Education High School.

You recently applied for a Certificate of Exemption for \_\_\_\_\_ from attendance/enrolment at school. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that an exemption from attendance / enrolment is in \_\_\_\_\_ best interest. My reasons for declining your application are:

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

If you need further advice on this matter or would like to discuss my decision, please contact the school on office telephone number to make an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely

# Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011  
Locked Bag 5000 POTTS POINT NSW 1335  
Telephone: (02) 9383 0200 Facsimile: (02) 9383 0222



## Declining an Application for a Certificate of Extended Leave – Travel

Dear Mr and Mrs \_\_\_\_\_

You recently applied for a Certificate of Extended Leave – Travel for \_\_\_\_\_ from attendance at school. Certificates of Extended Leave - Travel are provided when it has been clearly demonstrated by the applicant that the leave is necessary or desirable, and that alternatives to providing leave such as distance education, have been considered. Further, the period of extended leave must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that the requested leave is in \_\_\_\_\_ best interest. My reasons for declining your application are:

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

Please note any absences in relation to your application for extended leave will be recorded as unjustified in \_\_\_\_\_ student records and school reports.

If you wish to discuss this application further with me please contact the school on 9383 0200 to arrange an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely

# Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011  
Locked Bag 5000 POTTS POINT NSW 1335  
Telephone: (02) 9383 0200 Facsimile: (02) 9383 0222



## **Withdrawal from Enrolment at SDEHS for students who have completed Year 10 but are not yet 17 years of age who are undertaking a minimum of 25 hours per week of work and or training.**

Dear Mr and Mrs \_\_\_\_\_

Thank you for the information received today confirming that your son/daughter \_\_\_\_\_ will be withdrawing from Sydney Distance Education High School.

This is really good news and \_\_\_\_\_ is to be congratulated on his/her initiative in taking this next step.

The school has some leave procedures that \_\_\_\_\_ is required to complete which include returning all school property laptops, textbooks, lesson materials etc and finalising payment of any outstanding fees.

While this is an important time for \_\_\_\_\_ and his/her family I wish to point out that should his/her circumstances change prior to turning 17 years of age, he/she is required by law to:

- Gain another full time employment position
- Enter into full time training with TAFE or other training provider
- Undertake full time employment (minimum of 25 hours per week).

If none of these options are available \_\_\_\_\_ must return to secondary education. Failure to do so will place you as his/her parents and \_\_\_\_\_ in breach of the Education Act (1990).

I wish \_\_\_\_\_ all the best for his/her future.

Yours sincerely

**A: APPLICATION FOR EXEMPTION FROM ATTENDANCE/ENROLMENT AT SCHOOL**



Education & Communities

Public Schools NSW

**NOTE: PART A** is to be **completed by the student's parent** and returned to their child's school principal.

If exemption is sought for more than one student, separate applications must be made for each student.

**PART A STUDENT DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_\_ (year)

Student Registration Number (SRN): \_\_\_\_\_

Student's address: \_\_\_\_\_

Postcode: \_\_\_\_\_

School name: \_\_\_\_\_

Dates of exemption applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of School Days: \_\_\_\_\_

**REASON FOR APPLICATION FOR EXEMPTION (Please tick one )**

**FROM ATTENDANCE**

- Exceptional circumstance
- Employment in entertainment industry
- Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice.
- Participation in elite arts program

**FROM ENROLMENT**

- Enrolment at school
  - Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year
  - Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday
  - The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday
  - Participation in a full time apprenticeship or traineeship.

Please provide more detail about the reason for the application for exemption here:

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**DETAILS OF PRIOR/CURRENT EXEMPTIONS (If applicable)**

Date of prior/current exemption from: \_\_\_ / \_\_\_ / \_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption attached (Please tick ):  Yes  No

**PARENT DETAILS**

Family name: \_\_\_\_\_ Given name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption under the Education Act 1990.

I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a Certificate of Exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**PRIVACY STATEMENT**

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.



**PART B EMPLOYER'S DETAILS (in the case of employment in the entertainment industry)**

To be completed by the employer.

Name of company/corporation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode : \_\_\_\_\_

Telephone number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email address: \_\_\_\_\_

(Please attach and tick )

1. Detailed itinerary/work schedule for the period of exemption sought:  Yes  No

2. Evidence of tutor's teaching qualifications (supplied by employer):  Yes  No

Employer's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART C PARTICIPATION IN ACCREDITED ELITE ARTS OR ELITE SPORTS**

To be completed by the applicant

Name of accredited elite arts or elite sport program: \_\_\_\_\_

A Dates of exemption applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (if block)

Number of school days: \_\_\_\_\_

B Individual dates applied for: \_\_\_\_\_

Number of school days: \_\_\_\_\_

C Hours of exemption (if partial exemption, e.g. 9:00am – 11:30am) \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REASON FOR APPLICATION FOR EXEMPTION (Please tick ):**

Training for elite sport  Elite sport event or tour  Elite arts program

Please provide more detail about the reason for the application for exemption here:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** A schedule of participation, training or tour itinerary from the arts body or sporting body (E.g. Australian Institute of Sport) must be attached with contact names and numbers.

**PART D PRINCIPAL'S RECOMMENDATION (in the case of employment in the entertainment industry or participation in elite arts or elite sports 100 days and over)**

**To be completed by the principal**

The tutor has consulted the school in the planning and development of this student's educational program. (Please tick ):  Yes  No

COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend/do not recommend that a Certificate of Exemption be granted (Delete which does not apply)

To \_\_\_\_\_ for the period \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name of student)

Principal's name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART E INVESTIGATING OFFICER'S RECOMMENDATION**

**To be completed where further investigation has been necessary. Investigating officer for principal approval will be a member of the school executive. For the Director it will be a member of the local Educational Services team or principal.**

**RECOMMENDATION**

Following consideration of this application I am satisfied that conditions exist/do not exist (Delete which does not apply) that make it necessary and/or desirable for \_\_\_\_\_ (name of student) to be exempt from attendance/enrolment at school.

I recommend that a Certificate of Exemption be: (Please tick ):  granted  declined.

1. Specific reasons for recommendation **not to grant** a Certificate of Exemption.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Suggested conditions applying to recommendation to grant a Certificate of Exemption.

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Investigating officer name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART F PRINCIPAL'S RECOMMENDATION when referring to Director, Public Schools NSW (attach to Application for Exemption and forward to next most senior delegate)**

To be completed by the principal of the school and forwarded to the Executive Director for consideration:

- for exemption from enrolment not covered under the 'Completion of Education in Special Circumstances (apprenticeships/traineeships)'
- where the exemption from attendance period requested exceeds 100 school days.

I recommend that this application from attendance at school is (Please tick ):

Granted

Declined

Please provide more detail here (if required):

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Principal's name (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Please complete the Certificate of Exemption from Attendance/Enrolment at School if exemption is granted (Refer to Appendix C).**

**PART G DELEGATE'S RECOMMENDATION: To be completed for ALL applications**

**(Delete that which does not apply)**

Following consideration of this application I am / am not satisfied that conditions exist that make it necessary or desirable that \_\_\_\_\_ (name of student) be exempt from attendance/enrolment at school.

Name and position of delegate: \_\_\_\_\_

Signature of delegate: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Notification to applicant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note: Please complete the Certificate of Exemption from Attendance/Enrolment at School if exemption is granted (Appendix C).**

## C: Certificate of Exemption from Attendance/Enrolment at School under Section 25 of the Education Act 1990

The student whose details appear below has been granted an exemption from school for the period indicated.

- exemption from attendance**  
or  
 **exemption from enrolment**

### STUDENT DETAILS

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Student Registration Number (SRN) (if applicable): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (dd) / \_\_\_\_\_ (mm) / \_\_\_\_\_ (year)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

School name: Sydney Distance Education High School School's telephone number: 9383 0200

Date of exemption from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for the exemption:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified by attaching the Director approved transition plan to have the student attend school full time).

1. The parent of the student is responsible for their supervision during the period of exemption and this exemption is limited to the period indicated.

2. Any assessment task due during the leave period will be rescheduled immediately on return when possible.

3. This exemption is subject to the conditions listed and the exemption may be cancelled at any time.

4. Course completion requirements must be met regardless of the length of leave approved. This includes the completion of outstanding assessment tasks.

Name and position of delegate: \_\_\_\_\_

Signature of delegate: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

## Notes – Certificates of Exemption

The following points must be included together with any other conditions deemed appropriate in the relevant section on each Certificate of Exemption.

### 1. For all students in Years 10, 11 and 12 seeking exemption from ATTENDANCE:

- The parent of [student name] is responsible for [his/her] supervision during the period of exemption and this exemption is limited to the period indicated.
- Any assessment tasks due during the leave period will be rescheduled immediately on return where possible.
- Warning letters will not be sent during the period of exemption. However the sending of Warning Letters will resume at the end of the leave period.
- Course completion requirements must be met regardless of the length of leave approved. This includes the completion of outstanding assessment tasks.
- This exemption is subject to the conditions listed and the exemption may be cancelled at any time.

### 2. For all students in Years 7, 8 and 9 seeking exemption from ATTENDANCE:

- The parent of [student name] is responsible for [his/her] supervision during the period of exemption.
- This exemption is limited to the period indicated.
- This exemption is subject to the conditions listed and the exemption may be cancelled at any time.
- The Supervisor must contact the Year Adviser, [YA name] on 9383 0[XXX], on or before [1 week prior to leave end date] to discuss the student's progress and plan for re-engagement with [his/her] studies.

### 3. For all students seeking Exemption from ENROLMENT to attend TAFE:

- The parent of [student name] is responsible for [his/her] supervision while enrolled at TAFE and is required to notify the Department of Education if the study program is abandoned before the [he/she] turns 17.
- If [student name] does not complete [his/her] TAFE studies, [he/she] will not have completed Year 10 and will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school.
- This exemption is subject to the conditions listed and the exemption may be cancelled at any time.

## APPLICATION FOR EXTENDED LEAVE – TRAVEL



**Education & Communities**

**NOTE:** **PART A** is to be **completed by the student's parent** and returned to their child's school principal.  
 Separate applications are to be completed for each school if siblings do not attend the same school.

### PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Student address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

School name: \_\_\_\_\_

Dates of extended leave applied for: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Reason for travel \_\_\_\_\_

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

### DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption/Extended Leave-Travel attached (Please tick ): Yes  No

### PARENT DETAILS (Applicant)

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### PRIVACY STATEMENT

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave-Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

#### PART B : TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave- Travel* (Please tick one box 

Yes  No

Please provide more detail here (if required):

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Principal's name (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.**



## CERTIFICATE OF EXTENDED LEAVE - TRAVEL



**Education & Communities**

The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.

Where an application is made by a parent with more than one child a separate copy of this *Certificate* should be placed in each student's file.

### STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

School name: \_\_\_\_\_ School's telephone: \_\_\_\_\_

Dates of extended leave: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Reason for providing the period of extended leave:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conditions applicable to providing the period of extended leave:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: \_\_\_\_\_ Principal signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

## Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011  
Locked Bag 5000 POTTS POINT NSW 1335  
Telephone: (02) 9383 0200



### Information for parents and carers of students at risk of anaphylaxis and other health conditions

You have identified your child as being at risk of a severe allergic reaction or other health condition. Thank you for sharing this information. While the main role of the school is to provide education, schools want your child to be safe and happy at school and for you to feel confident that your child is being well looked after at school. The Student Wellbeing Team will work with you to take the necessary steps to give your child appropriate support. In some circumstances the Student Wellbeing Team may need additional support from relevant school authorities to determine the best way for your child's support needs to be met. If you are seeking enrolment for your child there may be a slight delay while support arrangements are worked out.

An Individual Health Care Plan must always be developed for:

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- diagnosed with a condition that may require an emergency response
- who requires the administration of health care procedures

An *ASCIA Action Plan for Anaphylaxis*, provided and dated by your child's treating doctor, must always be provided to the school for a student who is at risk of anaphylaxis. Please see **Appendix 6**.

Please read the following information carefully and provide the requested information to the school ASAP. The Head Teacher Welfare responsible for Student Health has been advised of your child's risk of a severe allergic reaction or other health condition and will work with you to develop an Individual Health Care Plan.

### Anaphylaxis or Severe Allergic Reaction

#### 1. Information requested for a student at risk of anaphylaxis

\* Note that all Appendices are from the Department's document: *Anaphylaxis Procedures for Schools*

- Complete, sign and send **Appendix 1: Student with Allergies**
- Read **Appendix 2: Information for parents and carers of students at risk of anaphylaxis**
- Complete, sign, date and return **Appendix 3: Authorisation to contact doctor**
- Your child's doctor to complete, date and sign **Appendix 4: Allergies - Information from the doctor** and provide the appropriate **ASCIA Action Plan for Anaphylaxis Appendix 6**. Please send a copy of **Appendix 4: Allergies - Information from the health professional** and a copy of your child's **Appendix 6: ASCIA Action Plan** to the school
- An *Individual Health Care Plan* for your child will be developed between you and the school. The Head Teacher Welfare responsible for Student Health will contact you to develop this by phone or at a meeting, if required. **Appendix 5: Individual Health Care Plan Cover Sheet** is included with this package. Please send a colour passport size photo to the school.
- If your child has a health condition which may require support at school or when involved in school activities, for example, a school excursion, please complete **Appendix 7: Request for support at school of a student's health condition**, on the basis of information provided by your medical practitioner, sign and return it to school. (You may wish to discuss the information

Email: [sydneyh-d.school@det.nsw.edu.au](mailto:sydneyh-d.school@det.nsw.edu.au)  
Website: <https://sydneyh-d.schools.nsw.gov.au>



required with the medical practitioner.) The form includes sections where you can request the administration of prescribed medication and/or other assistance.

- g) If your child self-administers their own EpiPen®, Anapen® and/or asthma inhaler please fill in **Appendix 8: Request for student to carry his/her own EpiPen®, Anapen® or asthma reliever medication** and sign.

## Other Health Condition

### 2. Information requested for a student with a health condition (not including anaphylaxis)

- a) If your child is at risk of anaphylaxis first, follow processes in **section 1: Information requested for a student at risk of anaphylaxis**
- b) Complete, sign, date and return to the school **Appendix 3: Authorisation to contact doctor** and **Appendix 4: Allergies - Information from the health professional**
- c) Your child's doctor to complete, date and sign an Action Plan for the specific health condition
- d) An *Individual Health Care Plan* for your child will be developed between you and the school. The Head Teacher Welfare responsible for Student Health will contact you to develop this by phone or at a meeting if required. **Appendix 5: Individual Health Care Plan Cover Sheet** is included in this package. Please send a colour passport size photo to the school.
- e) If your child has a health condition which may require support at school or when involved in school activities, for example, a school excursion, please complete **Appendix 7: Request for support at school of a student's health condition**, on the basis of information provided by your medical practitioner, sign and return it to school. (You may wish to discuss the information required with the medical practitioner.) The form includes sections where you can request the administration of prescribed medication and/or other assistance.
- f) If your child self-administers their own EpiPen®, Anapen® and/or asthma inhaler please fill in **Appendix 8: Request for student to carry his/her own EpiPen®, Anapen® or asthma reliever medication** and sign.

### Please Note:

- All plans are required to be in colour, with a colour photograph. Please send all plans into the Head Teacher Welfare responsible for Student Health as soon as possible.
- All Health Care Plans will be review annually and will be required to be updated by your doctor. Please send all updated plans into the Head Teacher Welfare responsible for Student Health as soon as possible.

Thank you for your attention to this matter.

Please advise the school at any time if there are changes in the information about your child's health care needs or if we can assist you.

Yours sincerely



Mark Piddington  
Principal

# APPENDIX 1

## Students with Allergies

This form is to be completed by the parent /carer of a student with an allergy and returned to the principal or delegate. The school will complete the first 3 fields. The purpose of collecting this information is to identify students who are at risk of a severe allergic reaction. Information provided on this form will be used to assist the school in determining what action needs to be taken in relation to a student with an allergy and may be disclosed where required by law (for example if an ambulance is called to the school).

Dear .....

You have identified ..... as having an allergy/allergies to .....

**Please complete the questions below and return to the principal or delegated executive staff**

1. A doctor has diagnosed my child with an allergy to:

- Insect/sting bite ..... specify
- Medication ..... specify
- Latex.....
- Other, please specify.....
- Food
  - Peanuts Yes  No
  - Tree Nuts. Please specify: ..... Yes  No
  - Fish Yes  No
  - Shellfish Yes  No
  - Soy Yes  No
  - Sesame Yes  No
  - Wheat Yes  No
  - Milk Yes  No
  - Egg Yes  No
  - Other, please specify ..... Yes  No

2. My child has been prescribed an adrenaline autoinjector (EpiPen® or Anapen®)

Yes  No

3. My child has a red ASCIA Action Plan for Anaphylaxis (please attach this and return the form)

Yes  No

4. My child has a green ASCIA Action Plan for Allergic Reactions (please attach this and return with the form)

Yes  No

5. My child has an ASCIA Action Plan for Drug (medication) Allergy (please attach this and return the form)

Yes  No

Completed by Parent/Carer (please print): .....

Date:     /     /

Signature: \_\_\_\_\_

Each time your child is prescribed a new adrenaline autoinjector the doctor will issue an updated ASCIA Action Plan for Anaphylaxis. It is important that this is the plan provided to the school.

## APPENDIX 2

### Information for parents and carers of students at risk of anaphylaxis

You have identified your child as being at risk of a severe allergic reaction. Thank you for providing this information. While the main role of the school is to provide education, we want your child to be relaxed, safe and happy at school and for you to feel confident that your child is being well looked after.

The school principal and/ or delegated executive staff will work with you to prepare an individual health care plan for your child. In some circumstances the principal or their delegated executive staff may need additional support from relevant school authorities or your child's doctor to determine the best way for your child's needs to be met. If you are seeking enrolment for your child or if your child is already enrolled there may be a slight delay while arrangements are worked out.

In order to meet your child's needs the school will take the following steps.

#### **STEP 1: Communicate with you and your child's doctor to collect all relevant health information**

We will need to gather information that will assist in determining how best to support your child at school. This will help in putting together an individual health care plan. This will include obtaining a current *ASCI/A Action Plan for Anaphylaxis* signed and dated by your child's doctor and getting additional information from your child's doctor about:

- known allergens
- medication prescribed
- when and how medication should be administered
- other conditions that may impact on your child's ability to
  - understand the nature of their anaphylaxis
  - understand the risk that it poses
  - participate in strategies to minimise the risk of their being exposed to known allergens
  - advise a teacher promptly of this exposure if it happens at school
- other known health conditions
- any other details your doctor believes are important in managing the severe allergy at school and during activities conducted under the auspices of the school.

The school would like your permission to contact your doctor if necessary. A consent form to obtain information from your doctor is attached (**Appendix 3**) as well as a form for your doctor requesting information that will help in putting together the individual health care plan (**Appendix 4**).

While it would be preferable to obtain your consent to this information being provided please note that if your doctor works in a public health organisation we are able to collect information that relates to the safety, welfare or wellbeing of your child under Chapter 16A of the Children and Young Persons (Care and Protection) Act.

## STEP 2: Preparation of an individual health care plan

Your doctor will need to provide information about the nature of the allergy and appropriate emergency treatment, including an *ASCIA Action Plan for Anaphylaxis* so we can develop the individual health care plan.

This plan will include:

- details of your child's severe allergy/allergies.
- a passport sized photograph of your child.
- an ASCIA Action Plan for Anaphylaxis, signed and dated by your child's treating doctor. This sets out the emergency response to be followed if your child has an anaphylactic reaction at school or during a school related activity.
- instructions to your child about what they need to do if they come into contact with an allergen or appear to be experiencing the signs of anaphylaxis.
- changes, modification or support needed to allow your child to participate in school related activities.
- actions the school will take to minimise the risk of contact with known allergens.
- arrangements for school staff to support your child, for example, training in the management of severe allergic reactions.
- arrangements for the supply, storage and replacement of medication, including the adrenaline autoinjector.
- your contact details in case of an emergency and those of another person in the event you are unavailable.
- an arrangement for copies of the ASCIA Action Plan for Anaphylaxis, that includes your child's photograph, to be placed in appropriate places around the school. You will be consulted in relation to this.
- your signature together with that of the principal, to indicate details have been read and that you and your child have been consulted in the development of the plan. If you do not sign the plan it will still be implemented at school.

## STEP 3: Documentation and supply of prescribed medication

Any medication required by your child will require a written request to the principal or delegated executive staff, including instructions for administration. You will need to provide the appropriately labelled medication(s) to the school (e.g. EpiPen<sup>®</sup>, Anapen<sup>®</sup>, antihistamine). Advise the school also if your child wears a medical alert bracelet or necklace. See **Appendix 7**.

## STEP 4: Participate in annual review of the individual health care plan

The school will review your child's individual health care plan annually or at any other time where there are changes in your child's health needs, for example if they have had a severe allergic reaction, they have new medication or medical conditions, or a new ASCIA Action Plan for Anaphylaxis and adrenaline autoinjector is provided. Please let us know if there is ever a change in your child's health needs.

School Principal .....

Phone number: ..... Date: .....

## APPENDIX 3

### Authorisation to contact doctor

This form is to be completed by the parent/carer.

My child (student's name) ..... is currently enrolled or applying for enrolment at.....

I have been advised that:

1. The school may need to discuss the implications of ..... (child's name) medical condition(s) with their treating doctor so that the school can develop and implement an individual health care plan.
2. The information that can be sought by the school includes information about my child's allergy and risk of anaphylaxis and any other condition that might impact on the school providing support for my child during school hours and during activities conducted under the auspices of the school.

I am advised that information provided by the doctor to the school may be used or disclosed by school staff for the purposes of the development or implementation of the individual health care plan. I understand that the Department of Education can contact my child's doctor to seek information to assist it in the management of my child's medical condition at school.

I consent to the health care professional identified below to provide the Department of Education/school with information about my child's allergy, risk of anaphylaxis and any other condition, including a learning disorder, that might impact on the school providing support for my child during school hours and during school-related activities.

#### Doctor's information:

Name: .....

Address: .....

Phone: .....

Mobile (if known): .....

Email (if known): .....

Fax (if known): .....

Signed (parent/carer): ..... Date: .....

Name of parent (please print): .....

## APPENDIX 4

### Allergies – information from the health professional

This form is to be completed by the doctor. Information provided will be used for the development of the student's individual health care plan at school

Please provide, completed and signed, the appropriate ASCIA Action Plan for Anaphylaxis or ASCIA Action Plan for Allergic Reactions for this patient. The plans can be accessed from the ASCIA website at <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>.

Please complete all parts of the plan so they can bring it to school for use as the school's emergency response plan. Please include other information or details you believe are important in managing the severe allergy at school and during activities conducted under the auspices of the school. The additional information requested below will further assist the school in the development of the student's individual health care plan.

Name of student/patient: .....

Does the student/patient have asthma?

Yes  No

Do they have any other health conditions?:

.....  
.....

Do they have any other conditions that may impact on their ability to understand the nature of their anaphylaxis and the risk that it poses to them For example, age and stage, developmental delay, language challenges (such as non-verbal, English as another language, specific learning challenges), neurodiversity, behaviour challenges,:

.....  
.....

This has been discussed by you with the patients/his or her parents

Yes  No

.....  
.....

Please telephone the school on (02) 9383 0200 and speak to the principal if you require further information.

Signed (doctor): ..... Date: .....

Signed (principal): ..... Date: .....

Name of principal .....



## APPENDIX 5

# Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011  
 Locked Bag 5000 POTTS POINT NSW 1335  
 Telephone: (02) 9383 0200



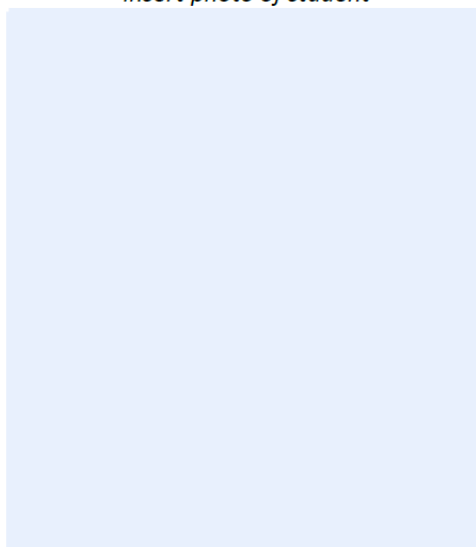
## Individual Health Care Plan Cover Sheet

This template forms the cover sheet for an individual health care plan. Additional information and attachments will be relevant to meet the specific health care needs of the student.

The individual health care plan must address the needs of the student in the context of the school and the activities the student will be involved in. Planning must take into account the student's full range of learning and support needs.

The individual health care plan is developed in consultation with the parent, staff and student, where practicable, and on the basis of information from the student's doctor, provided by the parent.

*Insert photo of student*



For more information see <http://www.schools.nsw.edu.au/studentsupport/studenthealth/index.php> and for students with anaphylaxis see the Anaphylaxis Procedures for Schools.

**The plan will be reviewed on:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*NOTE: Individual health care plans should be reviewed at least annually or when the parent notifies the school that the student's health needs have changed. Principals can also instigate a review of the health care plan at other times.*

<b>School</b>		<b>Phone</b>	
<b>Principal Network</b>			
<b>Student name</b>		<b>Class</b>	
<b>Date of birth</b>		<b>Medicare number</b>	
<b>ERN/Student number</b>			
<b>Health condition/s</b>			

<b>If anaphylaxis, list the confirmed allergies</b>		
<b>Learning and support needs of the student (including learning difficulties, behaviour difficulties and other disabilities)</b>		
<b>Impact of any of the conditions (as mentioned above) on implementation of this individual health care plan</b>		
<b>Medication/s at school</b>		
<b>Medication supply, storage and replacement. For anaphylaxis this will include the adrenaline autoinjector</b>		
<b>Other support at school</b>		
<b>Parent/Carer contacts</b>	<b>Parent/Carer information (1)</b>	
	First name	
	Surname	
	Relationship to child	
	Address	
	Home phone	
	Work phone	
	Mobile phone	
	<b>Parent/Carer information (2)</b>	
	First name	
	Surname	
	Relationship to child	
	Address	
	Home phone	
	Work phone	
	Mobile phone:	

<b>Emergency contacts (if parent/carer unavailable)</b>	First name	
	Surname	
	Relationship to child	
	Address	
	Home phone	
	Work phone	
	Mobile phone	
<b>Medical practitioner / doctor contact:</b>	First name	
	Surname	
	Address	
	Phone	
	Mobile (if known)	
	Email (if known)	
	Fax (if known)	

### Emergency Care Notes

*NB: An emergency care/response plan is required if the student is diagnosed at risk of a medical emergency at school.*

*For students at risk of anaphylaxis the [ASCIA Action Plan for Anaphylaxis](#) is the emergency response plan. This plan is obtained by the parent from the student's doctor and not developed by the school.*

### Emergency Service Contacts: (eg ambulance, local hospital, medical centre)

1.

2.

3.

In the event an ambulance is called, schools can print an ambulance report from within ERN for the student.

### Special medical notes

(Any special medical notes relating to religion, cultural or legal issues, e.g. blood transfusions.)

*NB: If the student is transferred to the care of medical personnel, e.g. paramedics this information, will if practicable in the circumstances, be provided to those personnel. It will be a matter for the professional judgment of the medical personnel whether to act on the information.*

### Documents attached

Please tick which of the following documents are attached as part of the individual health care plan:

- An emergency care/response plan (for anaphylaxis this is the ASCIA Action Plan for Anaphylaxis)
- A statement of the agreed responsibilities of different people involved in the student's support
- A schedule for the administration of prescribed medication
- A schedule for the administration of health care procedures
- An authorisation for the doctor to provide health information to the school
- Other documents – please specify.

*Note: For anaphylaxis this should include strategies to minimise the risk of exposure to known allergens and details of communication and staff training strategies. See the Anaphylaxis Procedures for Schools for further information.*

**Consultation**

This individual health care plan has been developed as part of the learning support plan, in consultation with those indicated below and overleaf and with the knowledge and agreement of the student's parent/carer. Information has been provided by:

<input type="checkbox"/> Student	<input type="checkbox"/> Parent/Carer	<input type="checkbox"/> GP	<input type="checkbox"/> Medical specialist
----------------------------------	---------------------------------------	-----------------------------	---------------------------------------------

**Department staff involved in plan development**

1.	Phone
2.	Phone
3.	Phone
4.	Phone
5.	Phone

**Health care personnel involved in managing the student's health at school:**  
(e.g. Community Nurse, Therapist)

1.	Phone
2.	Phone
3.	Phone
4.	Phone

<b>Signature of Parent/Carer:</b>	Date
-----------------------------------	------

<b>Signature of Principal:</b>	Date
--------------------------------	------

*NOTES: Information in this individual health and emergency care plan remains specific to meet the needs of the individual student named and should not be applied to the care of any other student with similar health and emergency care needs. All individual health and emergency care plans must take into account issues of confidentiality and privacy to ensure information about the student is treated appropriately.*

*The school and the Department are subject to the Health Records and Information Privacy Act 2002. The information on this form is being collected for the primary purpose of ensuring the health and safety of students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers including ambulance officers and nurses, government departments or other schools (government and non-government) for this primary purpose or for other related purposes and as required by law. It will be stored securely in the school.*

## APPENDIX 6

# ASCIA Action Plans for Anaphylaxis Emergency response plan

ASCIA Action Plans for Anaphylaxis detail the emergency response for anaphylaxis, including instructions for using the adrenaline autoinjector. A copy should always be stored with the autoinjector.

Students diagnosed at risk of anaphylaxis must have an emergency response plan as a part of their individual health care plan. For anaphylaxis, the emergency response plan is an ASCIA Action Plan for Anaphylaxis (RED) completed and signed by the child's treating medical or nurse practitioner.

There are different versions of the action plan available for each of the different autoinjectors.

**ascia** ACTION PLAN FOR **Anaphylaxis**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):  
1. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not replace but refers to recommended by: [www.ascia.org.au](http://www.ascia.org.au)

**How to give EpiPen® adrenaline (epinephrine) injector**

**MILD TO MODERATE ALLERGIC REACTIONS**

**HOW TO USE:**

- Swelling of lip, face, eyes
- Hives or rash
- Itching mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis, see above

**HOW TO USE:**

- Stay with person, call for help
- Locate adrenaline injector
- Give antihistamine, see above
- Phone family/emergency contact
- Tack allergy - tick not stop in vehicle
- Tick allergy - seek medical help or have tick and/or 3 ring off

**Signs of Anaphylaxis (Severe Allergic Reactions)**

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

**Actions for Anaphylaxis**

- 1 LAY PERSON FLAT - do NOT allow them to stand or walk
- 2 GIVE ADRENALINE INJECTOR
- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline may be given if no response after 5 minutes
- 6 Transfer person to hospital for at least 4 hours of observation
- 7 IF IN DOUBT GIVE ADRENALINE INJECTOR
- 8 Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS GIVE ADRENALINE INJECTOR FIRST** and then swallow yellow puffer if someone with known asthma and allergy to food, insects or medication who may have been exposed to the allergen. See **SEVERE BREATHING DIFFICULTY** (swallowing wheeze, persistent cough or hoarse voice) even if there are no other symptoms.

**EpiPen® is prescribed as follows:**  
EpiPen® (100mcg/0.5mL) (100mcg/0.5mL)  
EpiPen® (300mcg/1.5mL) (300mcg/1.5mL)

**ASCIA 2023** This plan is a medical document that can only be completed and signed by a patient, doctor or nurse practitioner and cannot be altered without their permission.

**ASCIA Action Plan for Anaphylaxis where student is prescribed EpiPen®**

**ascia** ACTION PLAN FOR **Anaphylaxis**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):  
1. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not replace but refers to recommended by: [www.ascia.org.au](http://www.ascia.org.au)

**How to give Anapen® adrenaline (epinephrine) injector**

**MILD TO MODERATE ALLERGIC REACTIONS**

**HOW TO USE:**

- Swelling of lip, face, eyes
- Hives or rash
- Itching mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis, see above

**HOW TO USE:**

- Stay with person, call for help
- Locate adrenaline injector
- Give antihistamine, see above
- Phone family/emergency contact
- Tack allergy - tick not stop in vehicle
- Tick allergy - seek medical help or have tick and/or 3 ring off

**Signs of Anaphylaxis (Severe Allergic Reactions)**

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

**Actions for Anaphylaxis**

- 1 LAY PERSON FLAT - do NOT allow them to stand or walk
- 2 GIVE ADRENALINE INJECTOR
- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline may be given if no response after 5 minutes
- 6 Transfer person to hospital for at least 4 hours of observation
- 7 IF IN DOUBT GIVE ADRENALINE INJECTOR
- 8 Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS GIVE ADRENALINE INJECTOR FIRST** and then swallow yellow puffer if someone with known asthma and allergy to food, insects or medication who may have been exposed to the allergen. See **SEVERE BREATHING DIFFICULTY** (swallowing wheeze, persistent cough or hoarse voice) even if there are no other symptoms.

**Anapen® is prescribed as follows:**  
Anapen® (100mcg/0.5mL) (100mcg/0.5mL)  
Anapen® (300mcg/1.5mL) (300mcg/1.5mL)

**ASCIA 2023** This plan is a medical document that can only be completed and signed by a patient, doctor or nurse practitioner and cannot be altered without their permission.

**ASCIA Action Plan for Anaphylaxis where student is prescribed Anapen®**

It is the role of the parent or carer to provide the school with the ASCIA Action Plan or Anaphylaxis (RED) (EpiPen® or Anapen® as prescribed) completed and signed by their child's treating medical or nurse practitioner. Where the medical practitioner prescribes a new adrenaline autoinjector they will issue an updated ASCIA Action Plan for Anaphylaxis (RED). This is approximately every 12 to 18 months. It is important that parents provide the school with a copy of the most recent action plan, aligned with the adrenaline autoinjector prescribed. It is recommended that plans are provided in colour.

The plan should be posted in suitable locations for easy reference as discussed with the parent and, where appropriate, the student. The original signed document, prepared by the medical practitioner, should be photocopied and kept on the student's file and not altered in any way.

A students ASCIA Action Plans for Anaphylaxis should be posted in suitable locations for easy reference, in case of an emergency, in consultation with the parent and where appropriate, the student. If copies are required then the original signed copy, prepared by the doctor, should be photocopied and not altered in any way.

Schools should note that ASCIA review the action plans annually and update them as necessary. The latest versions of the ASCIA Action Plans for Anaphylaxis are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA) website.

## APPENDIX 7

# Request for support at school of a student's health condition

This request form includes 4 sections:

1. Student details (page 2)
2. Request for administering prescribed medication (page 3)
3. Request for other support (page 5)
4. Parent and emergency contact details (page 5)

Please remember to sign and date the form on page 6 before returning it to the school.

### 1. Student details

First name: ..... Last name: .....

Date of Birth: .....

Enrolled at this school: Yes  No  Class, if currently enrolled: .....

Current school if not enrolled: .....

Health/medical condition:.....  
.....

Could your child experience an emergency reaction in relation to this condition? (please tick)

Yes                       No

Doctor's name/medical centre:.....

Doctor's address: .....

Doctor's phone number: .....

Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child.

Allergy/medical condition	Doctor's name	Address	Telephone

If your child has a documented plan to support any health or medical needs from a previous school or organisation (e.g. preschool, occasional care, etc) please provide it to the school as an attachment to this form.

## 2. Request for administering prescribed medication to the student

*Note: if your child is to take more than one prescribed medication, please attach a separate request for each medication.*

Name of prescribed medication:.....

Prescribed for (name of medical condition):.....

Prescribed dosage: .....  
.....

What are you requesting the school to do?.....  
.....  
.....

Expiry date of the medication: .....

*Note: if you can't provide this information now we will need to know the expiry date when the medication is given to the school.*

Special storage requirements if any e.g. in refrigerator: .....  
.....

Special instructions for administering the prescribed medication/s e.g. must be taken with food or with a glass of water:  
.....

Through information you have obtained from your doctor or got yourself, are you aware of any likely side effects from the prescribed medication?

Yes       No       If Yes, please provide more information:

.....

If your child administers his or her own medication at home, do you request that he or she self administers this medication at school?

Yes       No

*Note: the Principal needs to approve a decision for a student to self administer.*

If yes, please describe what support your child needs to administer the medication in a non emergency situation at school. You may like to include information about how you support your child at home to administer their medication.

.....



*Note: Where possible, the medication should be provided to the school in its original pharmacy packaging.*

Secure delivery of prescribed medication is important for the safety of your child as well as for the safety of other students in the school.

Please name the person who will carry the medication to school:

.....

*Note: if you are unable to deliver the medication to school, it is advisable that you nominate a responsible person, who is not a school staff member, to transport the medication to the school.*

For some medications and some students it can be appropriate for them to carry their own medication to and at school. For example, asthma reliever medication and pancreatic enzymes for cystic fibrosis. If your child is to carry their own medication we want to be able to support this and request some information so that we are well informed.

*Note: The school may still need you to provide an additional supply of the medication for storage in central location/s within the school and for use if your child needs the school's help.*

Would you like the principal to consider a request for your child to carry their medication?

Yes       No

*Note: The Principal needs to approve a decision for a student to carry their own medication at school.*

If yes, please describe where and how your child will carry this medication, for example, my child will carry it on their person in a medical pouch or bum bag.

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

*Note: Your child's medication should be clearly labelled with their name.*

### 3. Request for other support

Please provide details of any other health care support needs of your child while they are at school and involved in school activities.

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

### 4. Parent contact details

Name: .....

Relationship to child: .....

Address: .....

Home phone: ..... Work phone: .....

Mobile phone: .....

Email: .....

Parent or carer signature: ..... Date: .....

#### Privacy notice

*The information requested on the form is essential for assisting the school to plan for the support of your child's health needs. It will be used by the NSW Department of Education and Communities for the development of arrangements with you to support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.*

## APPENDIX 8

### Request for student to carry his/her own EpiPen<sup>®</sup>, Anapen<sup>®</sup> or asthma reliever medication

This form **is not** a substitute for the ASCIA Action Plan for Anaphylaxis or the Asthma Action Plan signed by the student's doctor.

For some medications and some students it can be appropriate for them to carry their own medication to school and at school, for example, EpiPen<sup>®</sup> or Anapen<sup>®</sup> for anaphylaxis and asthma reliever medication for asthma.

For asthma and anaphylaxis it is important for students to have immediate access to their medication.

Please consider whether your child should carry their own EpiPen<sup>®</sup>, Anapen<sup>®</sup> or asthma reliever medication to school and while they are at school.

On receiving this completed request form, the school will confirm the arrangements for how and where your child will carry their own medication.

You will still need to provide the school with at least one other EpiPen<sup>®</sup>, Anapen<sup>®</sup> and/or asthma reliever medication for storage in a central location/s within the school and for access by staff in case of an emergency.

**If you would like the school to consider your request for your child to carry their medication, please complete the following information and return to:**

Name of contact person: .....

Name of principal: .....

Date:(dd/mm/yyyy) .....

#### Student details

First name: ..... Last name: .....

Date of birth: ..... Class: .....

#### Q1. My child has been diagnosed with (please select):

- Asthma
- Severe allergies (anaphylaxis)

#### Q2. I am requesting my child carry the following medication with them to school and at school (please select):

- EpiPen<sup>®</sup>
- Anapen<sup>®</sup>
- Asthma reliever medication

Write the name of the asthma reliever medication: .....

**Q3. Describe where and how your child will carry this medication, for example, my child will carry it on their person in a medical pouch or bum bag.**

*Note: The exact location of the medication should be easily identifiable by school staff. Hazards such as identical school bags should be avoided.*

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

Note:

- Your child’s medication should be clearly labelled with their name.
- Where the EpiPen® or Anapen® is carried by your child they will need to carry with it a copy of their ASCIA Action Plan for Anaphylaxis: [www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis](http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis)
- For asthma reliever medication your child should carry with it a copy of their Asthma Action Plan: [www.health.gov.au/internet/main/publishing.nsf/Content/asthma-plan](http://www.health.gov.au/internet/main/publishing.nsf/Content/asthma-plan)

### Parent/carer details

First name:..... Last name: .....

Relationship to student: .....

Street number/street name: .....

Suburb: ..... Postcode: .....

Home phone number: ..... Work phone number:.....

Mobile number:.....


Email: .....

Parent or carer signature: ..... Date: .....

**Privacy notice:** *the information requested on the form is essential for assisting the school to plan for the support of your child’s health needs. It will be used by the NSW Department of Education and Communities for the development of arrangements with you to support your child’s health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school’s capacity to support your child’s health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.*


## APPENDIX 9

# ASCIA Action Plans for Anaphylaxis General emergency response plan



australian society of clinical immunology and allergy  
www.allergy.org.au

## ACTION PLAN FOR Anaphylaxis



Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):

1. \_\_\_\_\_ Mobile: \_\_\_\_\_

2. \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.

Signed: \_\_\_\_\_ Date: DD / MM / YYYY


Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not expire but review is recommended by: DD / MM / YYYY

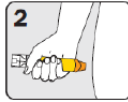
  

### How to give adrenaline (epinephrine) injectors

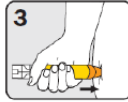
#### EpiPen®



**1** Form fist around EpiPen® and PULL OFF **BLUE** SAFETY RELEASE



**2** Hold leg still and PLACE **ORANGE** END against outer mid-thigh (with or without clothing)



**3** PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

EpiPen® is prescribed as follows:  
EpiPen® Jr (150 mcg) for children 7.5-20kg  
EpiPen® (300 mcg) for children over 20kg and adults

### MILD TO MODERATE ALLERGIC REACTIONS

**SIGNS:**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

**Mild to moderate allergic reactions may not always occur before anaphylaxis**

**ACTIONS:**

- Stay with person, call for help
- Locate adrenaline injector
- Give antihistamine - see above**
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

### SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)






**Watch for ANY ONE of the following signs:**

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough

- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

### ACTIONS FOR ANAPHYLAXIS

- 1 LAY PERSON FLAT - do NOT allow them to stand or walk**
  - If unconscious or pregnant, place in recovery position - on left side if pregnant
  - If breathing is difficult allow them to sit with legs outstretched
  - Hold young children flat, not upright







- 2 GIVE ADRENALINE INJECTOR**
- 3** Phone ambulance - 000 (AU) or 111 (NZ)
- 4** Phone family/emergency contact
- 5** Further adrenaline may be given if no response after 5 minutes
- 6** Transfer person to hospital for at least 4 hours of observation

**IF IN DOUBT GIVE ADRENALINE INJECTOR**


Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer** if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.


### Anapen®




**1** PULL OFF **BLACK** NEEDLE SHIELD



**2** PULL OFF **GREY** SAFETY CAP from red button



**3** PLACE NEEDLE END **FIRMLY** against outer mid-thigh at 90° angle (with or without clothing)



**4** PRESS **RED** BUTTON so it clicks and hold for 3 seconds. REMOVE Anapen®

Anapen® is prescribed as follows:  
Anapen® 150 Junior for children 7.5-20kg  
Anapen® 300 for children over 20kg and adults  
Anapen® 500 for children and adults over 50kg

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2023 This plan is a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.

20 of 20

[https://schools.nsw.gov.au/sites/SASSTeamSDEHS/DECDATA/Originals/Enrol\\_Forms/Letter\\_student\\_risk\\_8\\_form-health\\_care](https://schools.nsw.gov.au/sites/SASSTeamSDEHS/DECDATA/Originals/Enrol_Forms/Letter_student_risk_8_form-health_care) 18.5.23.docx

## Attachment 3

# Locations for ASCIA Plans, Individual Health Care Plans/EpiPens/Ventolin

Locations	ASCIA/ Health Care Plans	EpiPens*	Ventolin*
1 Strong Room (3 Excursion kits)	✓	✓ ✓	✓ ✓
2 Reception	✓	✓	✓
3 Middle School		✓	✓
4 TAS		✓	✓
5 Library	✓	✓	✓
6 Common Room		✓	✓
7 English		✓	✓
8 PE (wall near sink)		✓	✓
9 E Cottage		✓	✓
10 F Cottage		✓	✓
11 First Aid Officer (R Petersson / C Bonner)	✓	✓	✓
12 Hub – Glenbrook (Lower Blue Mountains) (2 EpiPens / Ventolins)		✓ ✓	✓ ✓
13 Hub – Granville (Cumberland) (2 EpiPens / Ventolins)		✓ ✓	✓ ✓
14 Hub – Ingleburn (South West Sydney) (2 EpiPens / Ventolins)		✓ ✓	✓ ✓
15 Hub – Miranda (Sutherland) (2 EpiPens / Ventolins)		✓ ✓	✓ ✓
16 Hub – Tuggerah (Central Coast) (2 EpiPens / Ventolins)		✓ ✓	✓ ✓
17 HT Welfare (Year 10) HCP Coordinator	✓	—	—

\* EpiPen / Ventolin are located in bags attached to walls.

Health Care Plan, ASCIA Action Plans are updated regularly and easily accessible to all staff in the school management system (DELTA).

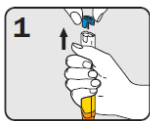
\* Junior EpiPen held at Plunkett Street Primary School.

Revised 13-November-2023

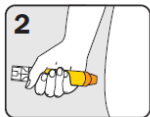
Anaphylaxis is the most severe type of allergic reaction and should always be treated as a medical emergency. Anaphylaxis requires immediate treatment with adrenaline (epinephrine), which is injected into the outer mid-thigh muscle. If treatment with adrenaline is delayed, this can result in fatal anaphylaxis.

## How to give adrenaline (epinephrine) injectors

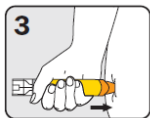
### EpiPen®



Form fist around EpiPen® and PULL OFF **BLUE** SAFETY RELEASE



Hold leg still and PLACE **ORANGE** END against outer mid-thigh (with or without clothing)



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

EpiPen® doses are:  
EpiPen® Jr (150 mcg) for children 7.5-20kg  
EpiPen® (300 mcg) for children over 20kg and adults

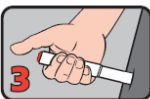
### Anapen®



PULL OFF **BLACK** NEEDLE SHIELD



PULL OFF **GREY** SAFETY CAP from red button



PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)



PRESS **RED** BUTTON so it clicks and hold for 3 seconds. REMOVE Anapen®

Anapen® doses are:  
Anapen® 150 Junior for children 7.5-20kg  
Anapen® 300 for children over 20kg and adults  
Anapen® 500 for children and adults over 50kg

## MILD TO MODERATE ALLERGIC REACTIONS

### SIGNS

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

### ACTIONS

- Stay with person, call for help
- Locate adrenaline injector
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

**Mild to moderate allergic reactions may not always occur before anaphylaxis**

## SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

Watch for **ANY ONE** of the following signs:

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

## ACTIONS FOR ANAPHYLAXIS

### 1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



### 2 GIVE ADRENALINE INJECTOR

- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline may be given if no response after 5 minutes
- 6 Transfer person to hospital for at least 4 hours of observation

### IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS give adrenaline injector FIRST if someone has SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice), even if there are no skin symptoms. **THEN SEEK MEDICAL HELP.**

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

# Attachment 5

28 July 2015

## DEPUTY SECRETARY (SCHOOL OPERATIONS & PERFORMANCE) MEMO TO PRINCIPALS

The Department of Education and NSW Police Force have recently agreed to reinforce and strengthen their joint protocols around anti-social behaviour particularly as they relate to the area of extremist behaviours.

Our NSW Police Force defines extremist behaviour as a "willingness to use violence or support the use of violence by others to promote a political, ideological or religious goal". This may be expressed in the espousing of extremist views.

If schools become aware of extremist behaviours the agreed protocol between NSW Police Force and the NSW Department of Education is for the Principal to:

1. Report their concerns immediately to the Safety and Security Directorate on the dedicated hotline 1300 363 778.

The Department's Safety and Security Directorate has seconded police officers who work closely with the NSW Police Force for the provision of appropriate advice and support for our schools. All reported incidents will be investigated by the NSW Police Force to determine an appropriate response.

2. Report this notification to your Director, Public Schools NSW.
3. As always, call Triple Zero (000) in situations where a life is in danger, a crime is taking place or the situation requires an immediate police response.

The NSW Government has established the website Secure NSW accessed at [www.secure.nsw.gov.au](http://www.secure.nsw.gov.au) to provide information on countering terrorism. This resource may also prove helpful in matters of extremist behaviours.

The Department has good working relationships with the NSW Police Force. This partnership ensures that schools remain one of the safest places in the community.

regards

Gregory Prior  
DEPUTY SECRETARY  
SCHOOL OPERATIONS & PERFORMANCE

Catherine Burn  
DEPUTY COMMISSIONER  
NSW POLICE FORCE





# Attachment 6

## Transition Checklist

Name of Student \_\_\_\_\_ Date of Visit \_\_\_\_\_

The 'TO DO' list	Tick/Cross
On student's computer, Save <b>SDEHS website</b> onto their favourites bar	
Using Links on RHS of SDEHS website ('SDEHS Online')	
<ul style="list-style-type: none"> <li>• Access <b>email</b> (DET Portal) — change email password if necessary</li> </ul>	
<ul style="list-style-type: none"> <li>• Access <b>elearning</b> — change password if necessary (lost password): Show students how to navigate</li> </ul>	
<ul style="list-style-type: none"> <li>• Show them the calendar of events, free software, library link, enrolments info</li> </ul>	
<ul style="list-style-type: none"> <li>• Show <b>Free Software</b>: They can get MS Office, Adobe Photoshop and lots more</li> </ul>	
<ul style="list-style-type: none"> <li>• Show <b>MS Teams</b> navigation and <b>elearning</b> navigation</li> </ul>	
Complete the ' <b>Student's record of work</b> ' sheet	
Provide the student with a list of their courses, teachers names and numbers (screen print from DELTA)	
Look at the students learning space (if there is one) and organise if necessary	
Supply Student with a Term by Term Calendar where they can put in Assessment Tasks , upcoming events, appointments etc	
<b>Learning Difficulties</b> — Ask supervisor if student has any diagnosed LDs	
<b>Refer</b> to Boys/Girls Coordinator or Year Advisor or HT Welfare or Counsellor or if leaving, refer to careers	
Inform parent of <b>AIC Benefit</b> — Supervisors Handbook ('confirmation of enrolment letter' from SDEHS and Specialist Doc report needed SY099 and SY040). Advise may have to <b>pay back</b> if student disengages. Need to have at least 5 TPs in all courses and be UP-TO-DATE before we will give them a confirmation of enrolment letter if appropriate	
Hand out <b>organisation folder</b> for letters, handbooks etc	

### Transition Notes

**General Notes:** *Include information about their favourite courses, pets, social life, interests anything you think that teachers may find relevant to help the student engage and stay engaged. Any diagnosed Learning difficulties?*

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**EMAIL/elearning/MS Teams:** *Get the student to log in to both email and elearning. (Sometimes they think that elearning is email). Ask if they would be interested in MS Teams. If so, then show them how to 'get in' and navigate. Provide headphones if needed. State what sort of computer they will use. Eg Apple or PC— Click 'Interested' on DELTA*

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**Referrals:** *Do they need a referral to Y/A. HT Welfare, Learning Support, School Counsellor, Girls or Boys Coordinator, careers*

---

**Other:** *Advised of AIC benefit. Must be put on to DELTA that you have also advised and understands that money will need to be repaid if student disengages.*

# Attachment 7

## Sydney Distance Education High School

### Reporting to Department of Communities and Justice (DCJ) or Child Wellbeing Unit (CWU) Information Summary

Report made to:	<input checked="" type="checkbox"/> Child Wellbeing Unit
	<input type="checkbox"/> Department of Communities and Justice
Student's given name:	<input type="text"/>
Student's family name:	<input type="text"/>
Date of birth:	<input type="text"/>
Start date:	<input type="text"/>
Finalised date:	<input type="text"/>
Staff name:	<input type="text"/>

Form: SharePoint\Staff Forms\Referrals (Revised 8 Apr 2024)

# Attachment 8



SYDNEY DISTANCE EDUCATION HIGH SCHOOL

## CARE AND SAFETY PLAN

Name \_\_\_\_\_ Year \_\_\_\_\_ Date \_\_\_\_\_

**1) My school support people are:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**2) School and Learning Hub visits**

I will visit SDEHS on <input type="checkbox"/> M / <input type="checkbox"/> Tu / <input type="checkbox"/> W / <input type="checkbox"/> Th / <input type="checkbox"/> F at these times:	I will visit a Learning Hub on <input type="checkbox"/> M / <input type="checkbox"/> Tu / <input type="checkbox"/> W / <input type="checkbox"/> Th / <input type="checkbox"/> F at these times: Name of Learning Hub:
I will sign in and report to Teacher's name:	I will sign in and report to Teacher's name:

**3) My main goals at school and/or the Learning Hub are:**

i) \_\_\_\_\_  
ii) \_\_\_\_\_

**4) My strategies include:**

Be aware of getting upset *eg hot / annoyed / thoughts racing / agitation*

\_\_\_\_\_

Identify triggers *eg school work / tiredness / feeling overwhelmed*

\_\_\_\_\_

Understand what makes things worse *eg being told 'no' / deadlines / people watching me*

\_\_\_\_\_

Understand what makes things easier *eg time alone / drinking water / doing an activity I like*

\_\_\_\_\_

Know people at school who can help me feel better by *eg people who can ask what I need*

\_\_\_\_\_

Know safe, calming places I can go at school or the Learning Hub if needed *eg library / playground / private room*

---

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**5) If my school support people become worried about me, we have agreed that they will contact the following people so I can get more support *eg parents, counsellor, doctor, mental health worker***

Name \_\_\_\_\_ Who is this? \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Who is this? \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Who is this? \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Who is this? \_\_\_\_\_ Phone \_\_\_\_\_

**6) My health professionals**

Name	Contact	Role	OK to contact?

**7) Who should have a copy of my plan?**

Name	Contact	Role	OK to contact?

**8) This plan will be reviewed regularly so it will remain helpful.**

Next review date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Support person's signature \_\_\_\_\_ Date \_\_\_\_\_

School personnel signature  
(if required) \_\_\_\_\_ Date \_\_\_\_\_

# Attachment 9

13/10/2023, 16:01

Child abuse - our duty to report and to protect children from

NSW Department of Education

## Child abuse - our duty to report and to protect children from

Duty to report and duty to protect a child from child abuse, legal issues bulletin 59, LIB59. This advice was last reviewed in April 2018.

### On this page

- [Executive Summary](#)
- [Key Terms](#)
- [The Failure to Protect offence](#)
  - [How is the offence committed?](#)
  - [Who could be a position holder in the Department of Education?](#)
  - [What should a position holder do if they become aware of a potential risk?](#)
- [What is the new Failure to Report Offence?](#)
  - [How is the failure to report offence committed?](#)
  - [Who does the offence apply to?](#)
  - [When will there be a reasonable excuse not to report a matter to the police?](#)
  - [Do incidents involving the behaviour of children under 10 need to be brought to the attention of the police?](#)
  - [What about the behaviour of children aged 10 and over?](#)
  - [How are matters brought to the attention of the police?](#)
- [Have my responsibilities as a mandatory reporter changed?](#)
- [Do I still need to notify the department's Incident Support Unit of what has occurred?](#)
- [What should I do if I am unsure whether an incident potentially constitutes a child abuse offence?](#)
- [What should I do if I am asked to provide information or a statement to the police?](#)

### Executive Summary

School and other departmental staff have mandatorily reported child abuse for many years. The Department of Education has also long been legally obliged to take reasonable steps to protect students from foreseeable risk of harm.

The NSW Government has amended the criminal law to strengthen the protection of children in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. Two new offences, reflecting these existing legal duties, have been established:

- failure to protect a child from child abuse in which an adult with the power or responsibility to act, knows there is a serious risk of a child becoming a victim of abuse, and negligently fails to reduce or remove that risk (s43B of the Crimes Act)
- failure to report child abuse in which an adult knows, believes or reasonably ought to know that a child abuse offence has been committed against a child and, without reasonable excuse, does not report that offence to the police (s316A).

The maximum penalty for each of these offences is 2 years' imprisonment.

<https://education.nsw.gov.au/rights-and-accountability/legal-issues-bulletins/child-abuse-our-duty-to-report-and-to-protect-children-from>

1/5

There should be little impact on existing practices in NSW government schools that are complying with the department's existing policies and procedures dealing with:

- mandatory reporting of child protection concerns
- responding to allegations against employees in the area of child protection
- assessing and managing risk and
- incident reporting (which already includes a system reporting to police).

A checklist for staff who know, believe or reasonably ought to know a child abuse offence has been committed is at [attachment A \(PDF 354.4KB\)](#). The checklist should be retained with the student's records as it may be evidence of action taken by a staff member in response to s316A of the Crimes Act.

## Key Terms

- Actual bodily harm includes where there is an injury from the assault such as a bruise, swelling or graze
- Adult means a person aged 18 or over and includes school staff, parents, volunteers and other members of the community
- Child means a person under the age of 18
- Child abuse offence is broadly defined and includes very serious offences such as murder, kidnapping or sexual assault. It also includes actual bodily harm, grievous bodily harm and school related offences. The behaviour of one child towards another child may be caught by this provision – but note that that the 'failure to protect' offence only applies to the behaviour of adults. A consolidated list of child abuse offences is at [attachment B \(PDF 129.54KB\)](#).
- Grievous bodily harm is very serious harm of the worst kind often causing permanent injury which will cause the victim serious ongoing problems
- Mandatory report means a report made in accordance with the applicable requirements under Part 2 of Chapter 3 of the Children and Young Persons (Care and Protection) Act 1998
- Negligence could include deliberate acts, or omissions or both
- School related offences applies to a person (including a student):
  - who assaults, stalks, harasses or intimidates any school student or member of staff of a school while they are attending school, although no actual bodily harm is occasioned
  - who assaults a school student or member of staff of a school while the student or member of staff is attending a school and by the assault causes actual bodily harm
  - who wounds or causes grievous bodily harm to a school student or member of staff while they are attending school and, is reckless as to causing actual bodily harm to that student or member of staff
  - who enters a school premises with intent to commit a school related offence
- Worker means an employee, self-employed person such as a contractor, a volunteer, a person undertaking training as part of an educational or vocational course, a minister, priest, rabbi or mufti or similar religious leader or spiritual officer of a religion

## The Failure to Protect offence

### How is the offence committed?

A person will commit the offence if they know that a worker in the Department of Education poses a serious risk of physically or sexually abusing a child. For the offence to apply, the risk will need to exist at the time that it is apparent to the person.

The person will also need to have the power to reduce or remove the risk, by virtue of their position in the organisation, and be criminally negligent in their failure to reduce or remove the risk. Either deliberate acts or omissions, or both, could amount to a negligent failure to reduce or remove the risk.

The offence is targeted at those in positions of authority and responsibility in organisations working with children who, rather than use their power to protect children, turn a blind eye to a known and serious risk.

### Who could be a position holder in the Department of Education?

Depending on the circumstances, a position holder may include:

- a member of the department's executive, such as an Executive Director School Performance, who has the power or responsibility to remove a member of staff from a school in circumstances where they are aware there is a serious

risk that the staff member will commit a child abuse offence and negligently fails to act in response to that risk and

- a principal who is aware there is a serious risk that a volunteer or contractor working in their school will commit a child abuse offence and fails to take reasonable action to prevent that person volunteering or working at a school.

### What should a position holder do if they become aware of a potential risk?

Position holders who become aware that there is a potential serious risk that a worker will commit a child abuse offence should deal with it in the same way as they would deal with a matter under the Child Protection: Allegations Against Employees policy. They should also immediately notify their immediate supervisor. For a principal this is the Director Educational Leadership and for an Executive Director, this is the Deputy Secretary.

### What is the new Failure to Report Offence?

#### How is the failure to report offence committed?

An adult commits an offence where he or she:

- knows, believes or reasonably ought to know that a child abuse offence has been committed and
- knows or reasonably ought to know that he or she has information that might be of material assistance in securing the apprehension of the offender or the prosecution or conviction of the offender for that offence and
- fails without reasonable excuse to bring that information to the attention of a member of the NSW Police Force as soon as it is practicable to do so.

#### Who does the offence apply to?

The offence applies to all adults, not just mandatory reporters.

#### When will there be a reasonable excuse not to report a matter to the police?

An adult has a reasonable excuse not to report a matter to the police if:

1. her or she believes on reasonable grounds that the information is already known to the police – for example, a teacher is present when the principal contacts the police
2. he or she has made a mandatory report to DCJ or the department's Child Wellbeing Unit
3. he or she believes on reasonable grounds another person has made a mandatory report to the Department of Communities and Justice (DCJ ) or the department's Child Wellbeing Unit (CWU) – for example, a school counsellor is present when the principal contacts DCJ or the CWU or, if not present, has been told that the report has been made and has been provided with the DCJ Engagement number
4. he or she has reasonable grounds to fear for the safety of the person or any other person (other than the offender) if the information were reported to the police. While this means a matter doesn't have to be reported to the police, staff must consider whether a mandatory report needs to be made to DCJ or the CWU
5. the information was obtained by a person when he or she was under the age of 18 – this means that a child who has been abused, or is aware other children have been abused, is not required to report the abuse once they have turned 18
6. the alleged victim was an adult at the time the information was obtained and the person believes on reasonable grounds that the alleged victim does not wish the information to be reported to the police.

It is possible that there will be other occasions where an adult will have a reasonable excuse not to bring information to the attention of the police. This can should be determined on a case by case basis and could, depending on the seriousness of the incident concerned, include:

1. situations in which a student with a significant cognitive impairment injures another student
2. situations where one child has injured another and the injury, while not occasioning actual bodily harm, is nevertheless potentially an offence under 60E of the Crimes Act 1900

#### Do incidents involving the behaviour of children under 10 need to be brought to the attention of the police?

The behaviour of children under 10 does not need to be brought to the attention of the police. Section 5 of the Children (Criminal Proceedings) Act 1987 states that a child under the age of 10 years cannot be guilty of a criminal offence. However, it may be necessary to make a mandatory report or incident report to the department's Health & Safety

directorates in relation to incidents involving the behaviour of children under 10.

### **What about the behaviour of children aged 10 and over?**

Once a child has turned 10 there is a potential their behaviour could constitute a child abuse offence. In the absence of a reasonable excuse, this behaviour should be brought to the attention of the police.

### **How are matters brought to the attention of the police?**

Any adult is able to bring matters to the attention of the police directly. This includes bringing a matter to the attention of a School Liaison Police Officer already working with the school.

A report by a staff member to the department's Incident Support and Reporting Unit, which is staffed by police officers, will also bring the matter to the attention of the police. That unit will notify the Local Area Command if there are reasonable grounds to believe a child aged 10 or over may have committed a child abuse offence.

### **Have my responsibilities as a mandatory reporter changed?**

No. Staff must continue to make a mandatory report to DCJ or the CWU consistent with their obligations under the Children and Young Persons (Care and Protection) Act 1988. Further information about this requirement is found in the department's Protecting Children and Young Persons Policy and Procedure. Staff who make a mandatory report are not required to make a separate report to the police.

### **Do I still need to notify the department's Incident Support Unit of what has occurred?**

Yes. Staff should continue to notify the department's Incident Support Unit of an incident, consistent with the department's Incident Reporting policy and procedures. Staff who notify the Incident Support Unit of an incident will have a reasonable excuse not to also bring the incident to the attention of the police.

### **What should I do if I am unsure whether an incident potentially constitutes a child abuse offence?**

Contact the department's Incident Support Unit or Legal Services for advice as to whether an incident potentially constitutes a child abuse offence.

### **What should I do if I am asked to provide information or a statement to the police?**

Staff should contact Legal Services for advice if asked to provide information or a statement to the police.

Last updated: 08-Jul-2021





**This information is current as at "13/10/2023 3:59:47 pm", Australian Eastern Time. For the most up-to-date information, go to <https://education.nsw.gov.au/rights-and-accountability/legal-issues-bulletins/child-abuse-our-duty-to-report-and-to-protect-children-from>**

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### Checklist for staff

#### Knowing or believing that a child abuse offence has been committed

1. I know, believe or reasonably ought to know that a child abuse offence has been committed; and have information that might be of material assistance in securing the apprehension, prosecution or conviction of the offender for that offence?

Yes

No

2. **Check all that apply.** Having answered yes to question 1, I must bring this matter to the attention of the police unless:

- a. I believe on reasonable grounds that the information is **already known** to the police – for example I was with another staff member when they rang the police
- b. I **have made a mandatory report** to FACS or the department’s Child Wellbeing Unit
- c. I believe on reasonable grounds **someone else has made a mandatory report** to FACS or the Child Wellbeing Unit – for example, I was with the principal when they reported to FACS or the CWU or, although I was not present, I was told the report has been made and provided with the FACS Engagement number
- d. I have reasonable grounds to **fear for the safety of the person or any other person** (other than the offender) if the information were reported to the police. I acknowledge that depending on the circumstances, I may still need to make a mandatory report to FACS or the CWU
- e. I believe I have reasonable grounds not to report the matter to the police and **have contacted Legal Services for advice.**

3. **Select one only.** In bringing this matter to the attention of the police I have:

- a. contacted the Local Area Command
- b. contacted the department’s Incident Support Unit
- c. contacted the School Liaison Police Officer
- d. Other (Please provide details)

4. I spoke with \_\_\_\_\_ on \_\_\_\_\_

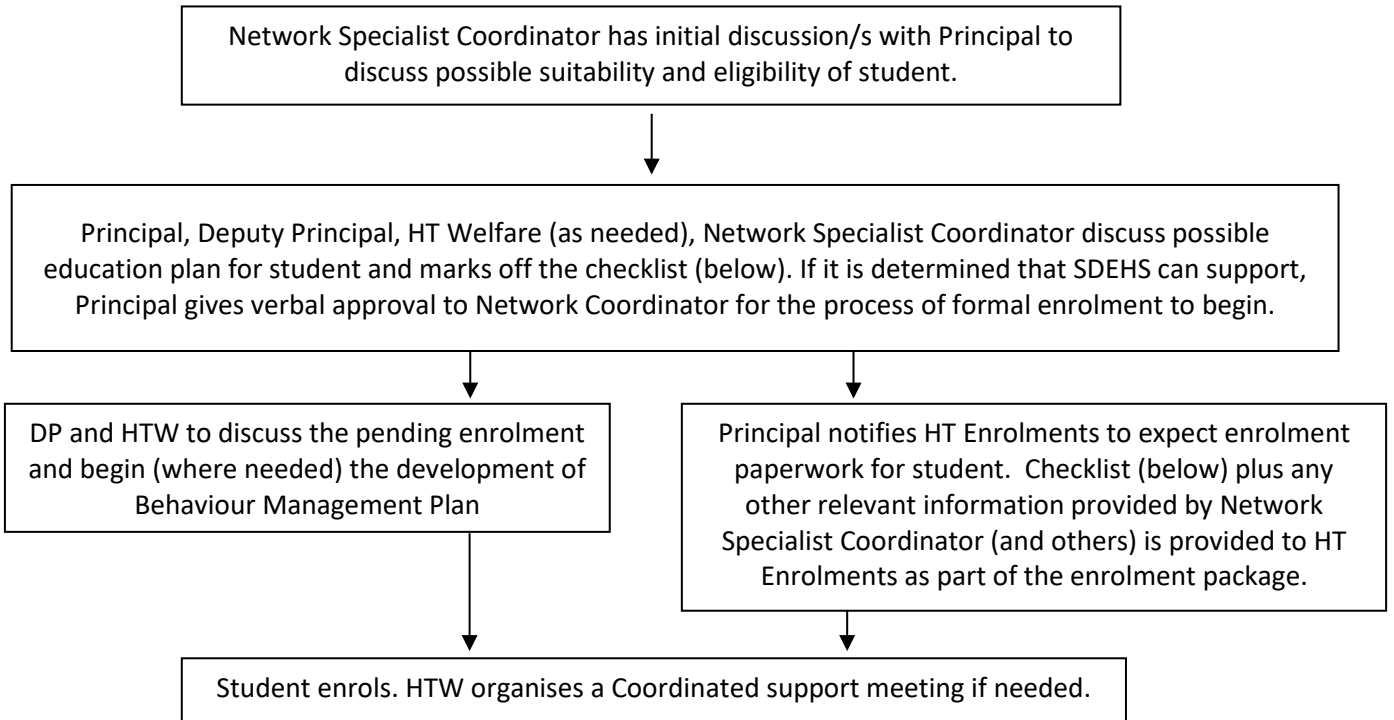
About:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment 10

## 2.10 enrolment flowchart / 2.8 or 2.9 if needed (use with checklist below)



### Checklist

<input type="checkbox"/> Y	<input type="checkbox"/> N	Risk Assessment	<input type="checkbox"/> Y	<input type="checkbox"/> N	Safety Plan	<input type="checkbox"/> Y	<input type="checkbox"/> N	Behaviour Management Plan
<input type="checkbox"/>		No school /No Hub	<input type="checkbox"/>		No home	<input type="checkbox"/>		Selected of teachers
<input type="checkbox"/>		Self-paced induction	<input type="checkbox"/>		Middle School	<input type="checkbox"/>		Life Skills
<input type="checkbox"/>		No department email <b>Senior Executive action</b> • Email HT Teaching and Learning (Technology: Systems and Support)	<input type="checkbox"/>		Needs a coordinated support meeting	<input type="checkbox"/>		Others (please specify)
<input type="checkbox"/>		No Comms <b>Details</b> • No group emails in Delta • No group messaging, announcements or calendar invites in elearning • No group web lessons						

### Comments