ST EDWARD'S
COLLEGE

WHERE YOUNG MEN ACHIEVE

Student Code of Conduct

St Edward's College Student Code of Conduct

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Purpose

At St Edward's College, we work together as a school community to ensure each individual conducts themselves with the highest standards of behaviour. Effective learning can only occur in a secure environment where the dignity, rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied. The Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide by.

St Edward's College is committed to fostering engaging and effective classrooms, and an inclusive and safe school community for all. Students and staff have the right and responsibility to engage in positive and respectful relationships based on valuing the interests, abilities and diversity of others. All school community members have the right to be treated fairly and with dignity in an environment where they are valued and included.

Students of St Edward's will adhere to our College values of:

Compassion: We acknowledge that there are those within our immediate and global communities who face significant challenges each day, and we strive to respond with sympathy and kindness to make the world a better place for all people.

Inclusion: We recognise that all members of the College community have a right to belong and feel valued for who they are.

Commitment to personal growth: We commit to becoming the best version of ourselves as we strive to become life-long learners.

Resilience: We build our capacity to persevere through life's challenges and recover from setbacks along the way.

Respect: We recognise our own rights and the rights of others, treating everyone and their property with courtesy and care.

Forgiveness: We understand that everyone has faults; and forgiveness and grace are integral parts of the reconciliation process.

Responsibilities

Students have the right to:

- be safe
- reach their full learning potential
- be treated with respect, courtesy and kindness
- be an active part of and contribute positively to the community
- be treated fairly and justly
- have their human rights, and other legal rights respected.

Students have the responsibility to:

- keep themselves and others safe
- enable others to learn in a supportive environment
- follow College policies, procedures and directions at all times
- treat others with respect, courtesy and kindness
- represent the College appropriately in the community
- accept and consider the consequences of their actions
- respect the human and legal rights of others.

Procedural fairness

Procedural fairness, also known as natural justice, is generally recognised as having two elements.

The right to be heard

which includes:

- the right to know the purpose of the particular decision-making process and the consequences that flow from it
- the right to know the way in which the issues will be determined
- the right to be fully informed of the allegations and of any other information which will be taken into account in making a decision
- the right to have a reasonable opportunity to respond to the allegations and any other information that will be taken into account in making a decision
- the right to an appeal

The right of a person to an impartial decision

which includes:

- the right to impartiality in the investigation and decision-making process
- the right to an absence of bias in the decision maker

Procedures

St Edward's College has a range of guidelines and procedures that inform the implementation of the **Student Code of Conduct.** These include:

College Commitment

College Values

College Learner Profile

Student use of Mobile Devices

Purpose

Mobile devices can create a range of hazards when brought to school because:

- they are valuable items that can easily be lost, stolen or damaged in the College environment
- using mobile devices inappropriately to bully, intimidate or harass people can have serious consequences including police involvement
- mobile device usage in school disrupts learning for the device user and for fellow students

St Edward's College acknowledges parents/carers may wish their child to carry a mobile device for personal safety reasons however, the right of a student to have access toa mobile device at school must be in accordance with the College's Policy.

It is our policy that:

- mobile devices include mobile phones, airpods or other bluetooth devices, gaming consoles and other personal internet-enabled devices
- students bringing their mobile device to school do so at their own risk. The College will not be responsible for lost or damaged devices, however the Pastoral Leader will assist in identifying if a device has been stolen, with appropriate action following
- students must adhere to the rules outlined below in relation to the of mobile devices
- mobile devices must not be used to by-pass school procedures in relation to school/parent contact. Students are not permitted to contact their parents directly from their mobile device throughout the day without the express permission of their Pastoral Leader
- parents are required to contact the College office if contact is required with their son throughout the day
- students can use their devices appropriately before 8:45am and after the final bell at 3:00pm
- students are required to keep devices in their lockers between 8:45am and 3:00pm
- students must have their mobile devices witched to silent during school hours
- at time mobile devices can be used for educational purposes, but students may only use their devices in classrooms under the direct instruction of a teacher (e.g. elective music, multimedia et al.).

Inappropriate Use

Mobile devices must not be used to invade the privacy of other or breach the law. Students who use a mobile device either by a direct phone call, text message or other function to: bully, harass, threaten, abuse, vilify or embarrass other students or staff, will face disciplinary action which may lead to police involvement. Taking pictures or videos of someone else without their permission is illegal.

Procedure

First Occurrence: student surrenders device to the office staff who place it in an envelope which will be securely stored until it is collected by the students at the end of the day.

Second Occurrence: student surrenders device to the office staff who place it in an envelope which will be securely stored until it is collected by the student at the end of the day.

Parents/carers will be notified by the relevant Pastoral Leader

Third Occurrence: student surrenders device to the office staff who place it in an envelope which will be securely stored until it is collected by the student at the end of the day.

Student and parents/carers will be asked to meet with the Director of Pastoral Care to discuss the student's refusal to comply with the College's Policy.

Refusal to surrender device to office: student and parents/carers will be asked to meet with the Director of Pastoral Care to discuss the student's refusal to comply with the College Policy.

Staff Responsibilities

All staff must:

- model appropriate behaviour at all times
- be vigilant in monitoring students when using mobile devices
- ensure mobile devices are not taken into exams or assessments
- deal with all reported and observed incidents of inappropriate mobile device use in accordance with this policy
- ensure that any incident of inappropriate mobile device use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- staff education
- effective student supervision
- effective incident notification and management procedures
- effective communication procedures
- effective record-keeping procedures
- initiation of correction actions where necessary.

Student use of ICT and Social Media

Background

We are committed to meeting our Student Duty of Care obligations.

Purpose

This Policy describes how St Edward's College promotes responsible and educational use of Information and Communication Technologies (ICT).

ICT can create potentially hazardous situations in the event it is used inappropriately and/or illegally.

Scope

This Policy applies to all staff, volunteers and contractors at the School.

Roles and Responsibilities

Staff Responsibilities:

- model appropriate behaviour at all times
- ensure all students understand they will face disciplinary action in the event they misuse ICT equipment and devices
- ensure that students who do not return their ICT Agreements do not use ICT equipment and devices
- be vigilant in monitoring students when using ICT equipment and devices
- reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others
- assist students if they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs
- deal with all reported and observed incidents of inappropriate ICT use in accordance with this Policy
- ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.

Procedures

ICT Misuse Prevention Strategies

The College recognises that the implementation of whole-of-College prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.

The following initiatives form part of our overall ICT strategy:

A structured curriculum and peer group support system that provides age-appropriate information and skills relating to ICT use to students over the course of the academic year education, training and professional development of staff in appropriate ICT use

- the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a College community issue
- the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers
- all student login details and passwords are to be kept confidential to prevent others accessing their accounts

- access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- approval must be sought before connecting privately owned ICT equipment and devices to College networks to avoid the risk of malware
- prevention of inappropriate usage by students including:
- participation in non-educational activities such as the purchase and/or sale of products or services
- illegal activities such as threatening the safety of others or engaging in criminal activity tampering with or damaging computer hardware or software
- making, installing or downloading copies of software that is not licensed by the College
- any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the College reserves the right to monitor, traffic and review all content sent and received on the College systems
- breaches of acceptable usage of ICT will result in disciplinary action
- regular risk assessments of inappropriate ICT use within the College
- records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate statements supporting appropriate ICT use are included in students' College diaries
- posters promoting appropriate ICT use are displayed strategically within the College.

Implementation

This Policy is implemented through a combination of:

- staff training
- student and parent/carer education and information
- signage promoting appropriate ICT usage
- effective student supervision
- effective supervision and monitoring of College networks
- regular inspection of ICT equipment
- effective incident reporting procedures
- effective management of incidents of inappropriate ICT usage when reported and/or observed regular risk assessments with respect to inappropriate ICT usage
- effective record keeping procedures
- initiation of corrective actions where necessary.

Definitions

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- personal computers and laptops
- mobile devices such as mobile phones and tablets
- applications such as email and the internet
- web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems
- imaging tools such as video, still or web cameras and related software
- audio tools such as audio recording devices, iPods, mp3 players and related software fax, scanning and copying machines.

Hands Off

Introduction

St Edward's College is committed to the promotion of the values that underpin the EREA Touchstone of Inclusive Community.

We are a welcoming community that is accepting of others and is dedicated to fostering respectful relationships. The 'Hands Off' Policy at St Edward's College is designed to preserve the dignity, safety and wellbeing of all members of our community. The policy requires students to refrain from physically touching another student and any property which doesn't belong to them.

Appropriate physical greetings are not included in this rule.

The College will not condone any form of violence. Students who are found to be engaging in any physical conflict will be suspended from classes until the matter is investigated and resolved.

Behaviours that breach the Hands-Off Policy

The following forms of behaviour are examples of breaches of the Hands-Off Policy:

- interfering with the property of others (including locker padlocks, school bags, electronic devices and books) without the consent of the owner.
- theft of any property that does not belong to the student (including theft from the school canteen)
- bullying or any other kind of stand-over tactics

- throwing, kicking, flicking, slapping, or the spitting of objects in the yard or class
- rumbling (either aggressively or in play)
- contact sports before, after school and during recess and lunch breaks
- deliberately tripping or any action that causes another person harm
- pushing, shouldering, shoving and grabbing other students by their clothing or bag
- fighting; punching, slapping, kicking and wrestling
- any other physical action that compromises the dignity, safety or wellbeing of others.

Note: Those students who promote and encourage physical conflict are also in breach of College rules.

Responding to Breaches of the Hands-Off Policy

Breaches of the 'Hands off' Policy will be reported to the relevant Pastoral Leader or the Director of Pastoral Care.

Incidents will be investigated, ensuring procedural fairness for all parties, including communication with parents/caregivers if required.

Consultation between the Pastoral Leader and the Director of Pastoral Care will take place before a consequence is applied. Such consequences may involve:

- withdrawal of the students(s) playground privileges and or detention
- more serious incidents may result in a suspension (internal or external) to be determined at the time

Should the incident be deemed critical* the Principal and Deputy Principal will be informed and the Police will be notified.

*A "Critical Incident" is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing of a member of the school community.

The Principal reserves the right, when necessary, to make direct decisions in relation to breaches of the 'Hands Off' Policy and has the final decision in relation to all student management matters.

Theft is treated with the utmost seriousness at St Edward's. In these instances, significant consequences will apply and the Police will be notified. Theft from the school canteen will also result in a ban from canteen use for at least one term.

Anti-Bullying

Purpose

To enable the whole school community, which includes staff, students, parents and caregivers, the tools to respond to bullying, and provide strategies for prevention and intervention of bullying behaviour within the school.

Scope

The College's Anti-Bullying Policy applies to all students in the College community. This policy applies in all College environments, both physical and online, and when on-site and off-site College grounds for school events (e.g. camps, sporting events and excursions).

Statement of Commitment to Anti-Bullying and EREA Values

St Edward's College takes a proactive stance against bullying in all forms. It has zero tolerance for bullying behaviour and aims to encourage staff and students to respond appropriately if incidents occur in the playground, classroom or in the community. Together, we can foster an environment where everyone feels safe and acknowledge and encourage upstanders to respond to any form of bullying if it arises. This approach is based on best practice as outlined in the Edmund Rice Child Safeguarding Standards, which are designed to consciously and systemically:

- promote an environment where children and young people's safety and wellbeing are the centre of thoughts, values and actions
- place emphasis on genuine engagement with children and young people
- create conditions that reduce the likelihood of harm to children and young people
- facilitate circumstances that increase the likelihood of identifying harm
- respond appropriately to any concerns ,disclosure, allegations, or suspicions of harm.

EREA Child Safeguarding Standards

We aim to provide an environment that is physically, emotionally and intellectually safe for all members of the St Edward's community.

St Edward's College aspires to provide students with a liberating education that empowers them to build a better world for all.

At St Edward's College, staff and students commit to ensuring a safe and supportive environment where all members of our school community have the right to be respected and in turn have a responsibility to respect the rights of others to exist in a safe, supportive and inclusive community.

St Edward's College is a faith-filled community. We are committed to growth and strive for equity and excellence.

We are faith-filled when we are living life as Jesus inspires us, putting the Gospel into action through our words and deeds. Faith gives us belief and trust in God and in other people. We build on it every day through prayer, being part of a faith community and living out the Gospel values.

St Edward's College promotes a safe and inclusive learning community, committed to fostering right relationships and the well-being of students and staff.

A safe and inclusive learning community is free of threat of emotional or psychological harm and allows students to risk exploring difficult issues and express their views honestly. We want students to express their ideas without threat of judgement or prejudice. We want students to believe that their ideas are valued.

St Edward's College inspires students to become passionate, curious, respectful and autonomous learners.

Students can self-organise with a developing sense of independent thought and individual decision making. They have empathy for others by showing care and respect. Students value a strong sense of justice and fairness. They engage in tasks with an inquiring mind. Students are enthusiastic about questioning, researching and gaining a deeper

understanding. They have a love of learning and are persistent in their efforts to discover.

St Edward's College students demonstrate resilience, discipline and perseverance on their learning journey

Students are not afraid of uncertainty and are prepared to take risks. They understand that making mistakes is part of the learning process. Students are resilient, mentally tough, self-disciplined and persistent in the face of challenges/adversity.

Definitions

Best practice suggests that Aggressor and Target are preferable terminology to using the labels Bully and Victim (Centre for Education, Statistics and Evaluation).

The national definition of bullying for Australian schools:

"Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects

on those involved, including bystanders. Single incident sand conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved."

From Bullying. NO Way!

https://bullyingnoway.gov.au/understanding-bullying/bullying-research

Bullying is generally defined in the following forms:

1. Overt (face to face)

Usually takes the form of physical violence or verbal abuse. Overt bullying is the easiest form for adults to detect and less likely to be hidden from parents, guardians and other adults who are associated with the students such as teachers.

2. Covert (hidden)

As the name suggests, this is usually hidden from adults. The behaviour associated with this type of bullying can take the form of spreading rumours, social exclusion, threats, blackmail and so on. Covert bullying is as significant in its impact as physical and verbal attacks.

3. Negative Online Behaviours(cyberbullying)

Negative online behaviours include bullying that takes place over digital devices like cell phones, computers, and tablets. This form of bullying can occur through text, apps and social media, forums, or gaming where people can view, participate in, or share content. Negative online behaviours include sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Many negative online behaviours cross the line into unlawful or criminal behaviour.

The most common places where negative online behaviours occur are:

- Social Media: such as Facebook, Instagram, Snapchat, Twitter and Tik Tok.
- Text messaging and messaging apps on mobile or tablet devices.
- Instant messaging, direct messaging, and online chatting over the internet.
- Online forums, chat rooms, and message boards, such as Reddit.
- Email.
- Online gaming communities (such as Twitch).

4. Sexting

Is the distribution of highly suggestive or even sexually explicit photos by young people of themselves to their friends, often without a real understanding of the consequences. Sexting can lead to public humiliation, cyberbullying, or even sexual assault. Sexting can also carry serious legal consequences.

The easy availability of new technologies and social networking sites can turn what can see man innocent joke or flirtatious fun into a potentially devastating experience – with young people most at risk.

What Bullying in Not

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying:

1. Mutual conflict

In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict can sometimes develop into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.

2. Social rejection or dislike

Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

3. Single-episode acts

Single episodes of nastiness or physical aggression are not the same as bullying (see Hands-Off Policy). If a student is verbally abused or pushed on one occasion, they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying.

Roles and Responsibilities Relating to Bullying at the College

To address bullying behaviour at St Edward's, our approach is holistic, incorporating the involvement of the wider community, staff, students, parents and care givers and the school as a whole. We are guided by the EREA Touchstones of Justice and Solidarity, Liberating Education and Inclusive Community to enhance best practice in response to the prevention of bullying.

Responsibilities of Students:

- to understand bullying and bullying behaviours
- to appropriately report incidents of bullying (occurring either to themselves or another child)
- to help someone who is being bullied by following the College procedures on bullying
- to not bully others.

Responsibilities of Staff:

- to model, educate and discuss appropriate behaviours
- to watch for indicators of possible bullying
- to always ensure adequate active supervision of children
- to respond to all reported and observed incidents of bullying, as detailed in this policy
- to teach students the skills that will help build their self-esteem and empower them Responsibilities of the Director of Pastoral Care:
- to regularly monitor the bullying link on the website
- to respond to the reporting of an incident of bullying in accordance with the procedures detailed in this document
- to oversee the management of the response to reported bullying behaviour
- to regularly review the policy and procedures pertaining to the implementation of bullying.
- Responsibilities of the Principal:
- to ensure the expectations of staff, students and parents/guardians are clear
- to monitor the implementation of the College Aspiration Statement and EREA Touchstones
- to develop and maintain strong parent and community links
- to effectively communicate and promote the school's behaviour management guidelines and procedures
- to ensure that all members of the school community are aware of and have access to the anti-bullying school policy and procedures.
- Responsibilities of Parents/Guardians:to feel confident to deal with bullying behaviours.

Responsibilities of the Director of Pastoral Care:

- to regularly monitor the bullying link on the website
- to respond to the reporting of an incident of bullying in accordance with the procedures detailed in this document
- to oversee the management of the response to reported bullying behaviour
- to regularly review the policy and procedures pertaining to the implementation of bullying.

Responsibilities of the Principal:

- to ensure the expectations of staff, students and parents/guardians are clear
- to monitor the implementation of the College Aspiration Statement and EREA Touchstones
- to develop and maintain strong parent and community links
- to effectively communicate and promote the school's behaviour management guidelines and procedures
- to ensure that all members of the school community are aware of and have access to the anti-bullying school policy and procedures.

Responsibilities of Parents/Guardians:

- to support the College's Anti-Bullying Policy and Procedures
- to model, educate and discuss appropriate behaviours
- to watch for indicators of possible bullying (including unwillingness to attend school or talk about school and activities, changes in personality, disturbed sleep, a pattern of headaches and stomach-aches, loss of personal property)
- to encourage and support your child to inform you or a staff member if they are being bullied or witness bullying
- to act appropriately if your child is found to be the aggressor
- to speak to your child's teacher first if you know or suspect that your child is experiencing bullying behaviour.

Definition of an Upstander

In an educational setting an upstander usually refers to a student who is witness to an act of bullying and who acts against bullying behaviour. When an Upstander sees someone being bullied, they do something about it. They help to stop the bullying from happening, or they support the person who is being bullied. An upstander should:

- be a friend to the person being bullied shift the focus away from the bullying situation
- call the aggressor out on their bullying behaviour
- leave the situation and then act
- ask for help.

Students have the right to:	Students have the responsibility to:
• be treated with courtesy and respect • work in and enjoy a safe, secure and clean environment • a learning environment that is free from disruption • achieve their educational potential have their property respected.	• show courtesy and respect to others • keep our environment safe, secure and clean • ensure that there is no disruption to another person's learning environment • develop their potential and assist others in doing the same respect student, staff and school property.

Our Preventative Holistic Strategies and Programs

At St Edward's, we commit to the implementation of the following preventions and interventions to improve the student's self-esteem and resilience, assertiveness, conflict resolution and problem solving. We aim to nurture and grow genuine and supportive relationships amongst the student body and staff. This is done in the following ways:

- The Restorative Justice Program.
- A commitment to Respectful Relationships through the implementation of student focused wellbeing programs such as Love Bites.
- The Waterford Program
- Social Skills Group
- Curriculum guidelines through PDHPE on bullying
- Hands-Off Policy (when dealing with individual acts)
- Referral to the School Counsellors
- Lunch time clubs

Reporting Bullying

The reporting of bullying can be done anonymously, by either students or parents via the school website and the student portal. These reports are overseen by the Director of Pastoral Care.

Students, staff and parents can report incidents of bullying directly to:

- Pastoral Leaders
- College Counsellors
- Homeroom Teachers
- All Teachers and Auxiliary Staff

Record Keeping

Reports of bullying are recorded by:

- Email received to the College address bullying@stedwards.nsw.edu.au
- Email received from staff to Pastoral Leaders and College Counsellors.
- Pastoral notes in Digital Student Management System (iWise).
- College Counsellor's notes (One Note).

Anti-Bullying Procedures

Implementation of Procedure

At St Edward's College the prevention and intervention of bullying is addressed via a holistic and whole school approach. St Edward's strives to create a college community with a clear sense of respect and acceptance for all students and staff, where negative behaviours are identified, named and discouraged, not only by staff but in the community as well.

Based on best practice, the below procedures will be followed:

1. St Edward's College will endeavour to empower students with the tools to deal with bullying behaviours. These may include upstander training, nurturing resilience and training on how to recognise when a situation needs to be escalated to an adult.

2. When a bullying incident is reported (i.e. observed, through the website, in person or via a third party), the person it is reported to will use a 'no blame' and shared concern approach. This will assist in determining whether an act of bullying has occurred as per the definitions stated in the above policy.

3. If bullying is identified, the Director of Pastoral Care and appropriate Pastoral Leader are to be informed, via email within 24hours. Time, place and description of the incident, and students involved to be included in the email. Incidents involving high risk are to be notified immediately.

4. Interventions by the appropriate Pastoral Leader may involve:

   · A discussion and/or application of disciplinary procedures,
   · behavioural expectations,
   · mediation between target and aggressor,

- · Restorative Justice sessions,
- · referral for Individual counselling,
- · development of a behaviour management plan.

5. If bullying is **NOT** Identified but there are existing issues of concern, a further discussion will be held with the appropriate Pastoral Leader.

6. If the bully continues after intervention then both the Target and Aggressor will be requested to meet with the Director Pastoral Care and the Deputy Principal. This will also involve the parents/care givers, appropriate Pastoral Leaders and other relevant parties involved.

7. The Prinicpal will be notified at the Deputy Principals discretion.

8. A record of the incident and its management will be kept on file by Pastoral Leaders involved.

Discipline

St Edward's College is committed to creating engaging and effective classrooms, and an inclusive and safe school community for all. Students and staff have the right and responsibility to engage in positive and respectful relationships based on valuing the interests, abilities, and diversity of others. All school community members have the right to be treated fairly and with dignity in an environment free from intimidation, harassment, victimisation, discrimination and continued disruption.

The below procedures have been developed to ensure an equitable process when dealing with breaches of College rules. Variations in this procedure may occur depending on the circumstances.

Note: corporal punishment (any punishment in which physical force is used, however light), is not permitted in any form at St Edward's College.

Procedure

Students who do not comply with College policies and procedures may receive the following consequences:

At first instance, the student will be spoken to by the responding teacher or Pastoral Leader about appropriate behaviour (this gives the student the opportunity to correct their behaviour and make a better choice). A consequence may occur at this stage appropriate to the action.

Repeated, ongoing or more serious breaches of College policies and procedures will result in parent contact and more significant consequences, such as detention, suspension, removal from playground, loss of privileges (sporting, representation etc.).

Very serious breaches or ongoing instances of non-compliance may result in revocation of enrolment at the College.

Example of escalation process	Person Responsible
Breach of Learner Profile occurs during class time. Student is sent to time-out. They meet with the classroom teacher on return to resolve the issue. Pastoral Leader may also meet with the student.	Classroom teacher
If the student has 3 time-outs in one term they are issued with an afternoon detention.	Pastoral Leader
If the student has 3 detentions in one term, they will meet with the Director of Pastoral Care and an internal suspension may be issued. The Director of Pastoral Care will call the parents/carers.	Director of Pastoral Care
Internation suspension will result in a meeting with the Pastoral Leader and the Director of Pastoral Care. This step may be escalated in importance depending on the nature of the disciplinary issue.	Director of Pastoral Care and Deputy Principal
External suspension is considered depending on the nature of the disciplinary issue. The Principal, Deputy Principal and Direction of Pastoral Care will be involved. The student and parents/carers will meet with a member of the Senior Leadership Team before returning to school	Deputy Principal and Principal
Enrolment reconsidered. In serious circumstances and at the discretion of the Principal, enrolment may be reconsidered. This will result in a meeting with the Principal.	Principal

Out of Bounds

Introduction

In order to maintain a safe and supportive environment, St Edward's College has designated areas for students to gather and play during school hours.

Policy

Each year group has a designated area to congregate at recess and lunch. Students are not permitted to move to another year group's area. Common spaces such as the Ovals and Basketball Courts (at lunchtime) are excepted.

Year 7: Quad

Year 8: Grandstand

Year 9: ERC steps

Year 10: Basketball courts and bus shelter

Years 11 and 12: Outside Dean building

Students are not permitted to congregate in groups or loiter in public spaces. This includes but is not limited to:

- East Gosford shops
- Friendship Walk
- Catherine Moss Park
- Staff rooms
- Driveways and car parks
- Behind TAS building
- Beyond tree line around the Oval including mangroves, jetty and pontoon.
- Cricket nets and maintenance shed
- Alleyway (Rms 65-76) and St Joseph's side of bus bay
- Upper levels of quad during recess and lunch
- ERC and Classrooms during recess and lunch without teacher supervision.
- Stairwells during breaks
- Theatre foyer and stairs
- Outside of school gates

Procedures

Students must travel to and from school directly. Once dropped by parent/bus, students must enter immediately and are not permitted to leave without following the formal sign-out process.

Students who breach this Policy and Procedures will be subject to disciplinary action (see Discipline Policy).

Student Absence

Purpose

Regular attendance at school for every student is essential if students are to achieve their potential and increase their career and life options. Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

    a. to be enrolled at, and to attend, a government school or a registered non-government school, or

    b. to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at St Edward's College, regardless of their age, are expected to attend school whenever instruction is provided.

Protecting the safety and wellbeing of children through reporting and monitoring of absenteeism is the responsibility of both parents/carers and St Edward's College. This responsibility needs to be underpinned by shared understandings and expectations about the procedures for monitoring, recording and follow-up of student attendance.

Notifying St Edward's College of a student's absence either prior to or on the day that they will be away helps ensure the safety and wellbeing of the student and will fulfil the parent/carer's legal responsibility.

St Edward's College will ensure that any matter relating to school absences where safety, welfare or wellbeing concerns arise for a student will be reported to the Community Services Child Protection Helpline or that contact is made with eh Child Wellbeing Unit.

Student Leave

On occasion, a student may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g., attending a funeral)

The College may decline to accept a provided explanation if they do not believe the absence is in the best interest of the student. In these circumstances the student's absence would be recorded as unjustified.

Unjustified reasons for student absences may include (but are not limited to):

- sporting team trips not associated with the College
- birthday celebrations
- concerts/band performances and musical festivals that are not College Excursions
- spectating at non-College sporting events
- family holidays
- driving lessons/tests
- personal grooming appointments

Notification of parents/carers

St Edward's College will notify parents/carers as soon as practicable on the same day of an unexplained absence. This will occur in the morning, allowing time for the parent or carer to respond.

If the parent/carer does not contact St Edward's College to report their son's absence, it will be recorded on the student's record as 'unexplained'.

Procedure	Person Responsible
If a student is sick or absent, parents are required to explain the absence or their son to St Edward's College on the day of the absence using one of the following methods: 1. Telephone the school office and let the staff know your child's name, year group, date of absence/s and reason.	Parent/Carer

2. <u>Email</u> the school infor@stedwards.nsw.edu.au and provide the staff with your child's name, class, date of absences and reason. 3. <u>Respond to the College SMS</u> sent on the morning/s of the absence with the name of the student and the reason for their absence.	
If a student's absence is "unexplained" for more than two (2) consecutive days, an automated email will be sent to parents/carers. Each fortnight, a Student Attendance list will be emailed to each Pastoral Leader, the Director of Pastoral Care and Wellbeing, and the Deputy Principal	Pastoral Care Support Staff
<u>Five absences (equivalent to one school week)</u>: The Pastoral Leader will arrange to meet with any student who is recorded as having five (5) unexplained/unjustified absences to discuss the student's absences. Contact will be made with the Parent/Caregiver to discuss.	Pastoral Leader
<u>Ten absences:</u> Phone call home and notes entered. The Pastoral Leader will issue a notification letter to parents/carers of any student who is recorded as having ten (10) unexplained/unjustified absences. The Director of Pastoral Care and Wellbeing, and the College Counsellor will be notified by The Pastoral Leader.	Pastoral Leader, Director of Pastoral Care and Wellbeing
<u>Fifteen absences:</u> The Director of Pastoral Care and Wellbeing will arrange a meeting with the parent/carer of any student who is recorded as having fifteen (15) unexplained/unjustified absences. The Pastoral Leader will also attend this meeting. The student will be required to meet with the College Counsellor and an Attendance Plan will be developed and implemented.	Director of Pastoral Care and Wellbeing, Pastoral Leader and College Counsellor
<u>Twenty absences:</u> The Deputy Principal will make formal written contact and arrange a meeting with the parent/carer of any student who is recorded as having twenty (20) unexplained/unjustified absences. The Director of Pastoral Care and Wellbeing will attend this meeting. The student will be	Deputy Principal and Director of Pastoral Care and Wellbeing

required to meet with the College Counsellor. The Principal will be notified.	
Twenty-five absences: The Principal and Deputy Principal will arrange a meeting with the parent/carer of any student who is recorded as having twenty-five(25) unexplained/unjustified absences.	Principal and Deputy Principal
Thirty absences: The Pastoral Leader or College Counsellor will make a mandator e-report at https://reporter.childstory.nsw.gove.au/s/login/ or call 132 111 for any student who is recorded as having thirty (30) unexplained/unjustified absences in a period of 100 days. The Pastoral Leader will inform the Deputy Principal, Director of Pastoral Care and Wellbeing, and College Counsellor. The Deputy Principal will inform Principal or report.	Pastoral Leader / College Counsellor

Early Leaving Process

The College understands that there will be occasions when it is necessary for parents/carers to remove their son from school before the final bell rings. The process for applying for an Early Leaver's Pass is:

- Students must present to Pastoral Care with a written note from their parent explaining the reason for leaving early and a time when the parent will pick up the student.
- At the Pastoral Care's discretion, a green Early Leaver's Pass will be issued to the student.
- The student will present the pass to Student Reception, sign out of the College and wait at reception to be collected by their parent/carer at the Front Office.
- No student will be permitted to leave the College unless physically collected from the Front Office.
- Year 12 students who do not have a class at the beginning or end of the day may be exempt from this process at the discretion of the Year 12 Pastoral Leader. Students will be informed of the process when it becomes available to them.

Extended Absence Due to Illness

Any student who is recorded as having ten (10) absences (not necessarily consecutive) due to illness will be required to obtain medical certificates for any further illness, for the remainder of the year. The Pastoral Leader/ Director of Pastoral Care will develop an attendance plan in conjunction with the parents/carer and the student.

Lateness to School

If a student arrives late to school, the parent/carer is required to provide either a written note, telephone or email the College. A lateness report is developed by Pastoral Care Support Staff and students with five (5) unexplained late arrivals in a ten-week period will meet with their Pastoral Leader to devise a plan to improve their punctuality.

Student Driving Policy and Procedures

Driving to school is a privilege at St Edward's College extended to Year 11 & 12 students. The College views this matter as most serious and as part of the College's Duty of Care, permission will only be granted by the Principal in conjunction with your parents. Driving to the College is a privilege and not a right. The College affords nominated students the opportunity to drive a motor vehicle to and from school with Pastoral Leader and parental permission under the conditions set out in this policy. Duty of care, student safety, positive community image and continuing positive reinforcement of driving skills are important. The safety and wellbeing of all persons are the key principles of the policy. There are numerous responsibilities of the driver and passengers of motor vehicles and the conditions of driving to and from the College will be pointed out to the Year group. These conditions include legal implications, consideration to the public, areas available for parking, the number of allowable passengers and the unacceptability of arriving late.

AIMS

- To manage risks involved of students driving any vehicle or riding any motorbike to and from school
- To ensure procedures are in place if students choose to be passengers
- To promote driver and passenger safety and welfare
- To maintain and enhance the positive image of the school in the community
- To ensure that the school and parents are aware of the modes of transport used by students

Procedure	Person Responsible
Pastoral Leader explains Policy and procedures to Year Group. Students also receive education and support from experts and authorities in the community.	Pastoral Leader Community Police Liaison Officer
Obtaining Permission Student must complete and return permission form signed by parents / guardian to the Pastoral Leader.	Student Driver
Driver to complete Passenger Authorisation form:	Student Passenger

• If you intend to convey passengers, including friends and brothers. You must have written approval from the parents of the intended passengers indicating their knowledge and acceptance of the circumstances. • Supply a copy or show to the Pastoral Leader your licence, registration and insurance details for any car driven.	
<u>Driver Behaviour and Responsibilities</u> Once permission has been granted, the student passenger must comply with the requirements outlined below: • Passengers limited to number of seat belts. • Cars must not be used or accessed during the school day. • The cars and the parking area are out of bounds during school day, including recess and lunch time. • Change of registration or additional cars must be notified. • Regardless of how you travel to and from school, you are representing the College in a public space. Therefore, careful and courteous driving is always expected. • You may only carry passengers for whom a permission note has been received. • These authorised passengers are named on the approval list and appear on your permit. • This permission is for driving to and from school only. *Students are not permitted to drive to and from excursions or sporting events.*	Student Driver
Failure to observe these requirements may result in loss of the privilege or driving to school.	Pastoral Leader and Parents

Alcohol, Smoking and Drug Usage

Alcohol

Alcohol is a depressant drug that slows brain activity responses and impairs coordination. The consumption of alcohol by students increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency. The effects of alcohol can be magnified when consumed in conjunction with other substances, including prescription drugs.

Smoking, vaping, e-Cigarettes

Tobacco smoke is a health hazard and has been directly linked to a range of serious diseases including lung cancer and heart disease. The smoking of tobacco products (such as cigarettes) is not only a health hazard to the smoker but also to any person who is exposed to passive smoking through the breathing of air contaminated by tobacco smoke. Nicotine in tobacco is highly addictive and can harm adolescent brain development.

The hazards associated with electronic cigarettes (e-cigarettes) or any vaping device that heats a liquid to produce a vapour that users inhale, may include the presence of the following hazardous substances:

- nicotine
- in e-cigarette liquids and in the aerosol produced by e-cigarettes:
    - formaldehyde
    - acetaldehyde
    - acrolein, which are known cancer-causing agents
- flavourings that have been linked to lung disease
- heavy metals such as nickel, tin, and lead that can cause acute and chronic toxic effects on body organs
- some chemicals in e-cigarette aerosols that can also cause DNA damage

It may also be difficult to assess the safety of specific e-cigarettes and liquids because:

- there are a wide variety of devices and liquids sold
- their labels are often incomplete or incorrect
- users can change the liquid that they use in their e-cigarette and how the device operates.

The health effects of e-cigarettes and vaping are subject to ongoing research.

Illicit Drugs

Illegal drug use by students (including the misuse of prescription medication) increases the risk of injury to the students themselves and to other, as well as impairing the ability of students to respond appropriately in an emergency.

The College's Policy

St Edward's College is committed to providing a safe environment for all our students, workers and visitors.

It is our policy that:

- the purchase, possession, supply or consumption of alcohol, smoking or e-cigarette products and illicit drugs and/or drug paraphernalia by students is strictly prohibited on College premises, at functions, excursions, camps, retreats, when representing the College, when wearing College uniform and in transit to or from College
- the prohibition on smoking includes the use of e-cigarettes (vaping) whether or not the e-cigarette contains nicotine
- while on College property or representing the College in any way, students are not permitted to be under the influence of alcohol or illicit drugs
- we will confiscate all smoking products brought onto College premises by students (including matches, lighters and other smoking-related products)
- a student who is found to be supplying smoking products whether for payment or without payment to other students, may be referred to Police where this breaches legislation relating to the supply to students under the age of 18 years
- all students will receive age-appropriate health and alcohol education to enable and support them to make informed choices, and to minimise the harm associated with alcohol use, drug use and smoking.
- referrals to counselling and support groups will be provided to students with alcohol or drug-related problems

Dealing with a Student Who Breaches this Policy

If a staff member suspects that a student has breached this Policy, through either the identification of alcohol, smoking or drug-related products held by the student, or identification of symptoms associated with intoxication, they must:

- isolate the student from their peers in a calm and controlled manner (if possible)
- if this is not possible and an impaired student refuses to cooperate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and

attempt to calm the student until such time as other staff members are able to provide assistance

- ask the student to accompany them to the College Wellness Centre (Yadhaba)
- contact the Director of Pastoral Care or Deputy Principal to inform them of the situation.

Actions by the Principal or Deputy Principal will include:

- considering the welfare of the student suspected of possessing or consuming alcohol or drug products
- considering the welfare of the student population
- contacting the student's parents/carers to inform them of the incident.

The Principal or Deputy Principal may also consider:

- calling the police in the event that the student is acting in an aggressive or threatening manner
- contacting counselling and support services for further referral in relation to the student
- disciplinary consequences, according to our Discipline Procedure
- contacting the police where alcohol, drugs or related products have been supplied by an identified individual to students under the age of 18 years.

The Principal or Deputy Principal may also consider:

- requesting that the student's parents/carers remove them from the College grounds
- contacting drug diversionary or counselling services for further referral
- suspension or expulsion, according to our Discipline Procedure.
- confiscating and/or isolating any alcohol, smoking or drug products
- in the presence of another teacher, requesting a student to empty their pockets or bags where the staff member suspects that they contain alcohol products. A student's consent will be required to proceed with the search. For more information, refer to our Confiscation of Student Property policy.

Staff Responsibilities

All staff must:

- follow the guidelines set out in this Policy when dealing with a student that they believe may be under the influence of alcohol
- take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable alcohol, smoking or drug-related risks of harm and/or injury
- inform the Principal or other senior staff members if they have reasonable grounds to suspect that a student is involved in alcohol, smoking or drug-related related behaviour.

Implementation

This Policy is implemented through a combination of:

- staff education
- student education via ongoing age-appropriate alcohol, smoking and drug education programs integrated into classroom learning
- effective communication procedures
- effective incident notification procedures
- effective record-keeping procedures
- initiation of corrective actions where necessary

Confiscation of Student Property

St Edward's College is committed to providing a safe environment for all our students, workers and visitors.

It is our policy that:

- students do not use property at school or bring property to school that is in breach of College rules or this policy
- any member of the teaching staff may confiscate student property that is deemed to be contraband
- St Edward's College staff follow the procedures set out in this Policy in relation to the confiscation and holding of contraband

Teaching staff may take from a student at the College, or at any College-sanctioned event, any property in the student's possession that:

- is contrary to the College rules
- is disruptive to the College's learning environment
- poses a risk to the safety or wellbeing of students, staff or visitors
- is illegal
- may cause damage to College property.

Property that meets any of this criterion is deemed to be "contraband". Students who persistently bring or use contraband to the College will be subject to further disciplinary action.

Procedures for Confiscating Contraband

Teaching staff may ask students to hand over contraband in which case students must comply with staff directives.

The teaching staff member who confiscates the contraband will keep it in a secure location until the student collects the contraband or the teaching staff member passes it on to the Director of Pastoral Care or relevant Pastoral Leader.

Confiscated illegal substances, weapons and mobile or IT devices that may contain illegal material may be handed over to the Police, or collected or passed on to the Principal if this is not possible.

Procedures for Holding and Returning Contraband

St Edward's College will apply the following procedures for the holding and return of confiscated contraband student property:

- Jewellery in breach of College rules, non-standard uniform items and any other contraband confiscated, other than those specifically mentioned below, should be collected by students at the end of the school day.
- Wherever practicable, contraband which is not collected will be passed on to the Front Office Staff for safe storage. Contraband may then be collected from the Front Office Staff.
- With the exception of weapons, illicit substances and mobile or IT devices that are suspected to contain illegal material, parents/carers may collect other confiscated student items from the College at any time during school hours.
- The College is not responsible for the return of any property that is given to the Police.

Confiscation of Student Property – What Not to Do

Staff must not:

- remove contraband by force unless the contraband poses a serious and imminent risk of harm to the safety or wellbeing of students, staff or visitors
- forcefully or inappropriately touch a student for the purpose of searching for or removing contraband
- search a student's person, including outer clothing and pockets
- remove any parts of a student's clothing for the purpose of searching for contraband.

Expectations of Students

Students are expected to conduct themselves in a manner sensitive to the needs of others. They may not use items in a way or bring items to school that are in breach of the College's rules or this Policy.

Students who fail to follow the reasonable request of a teacher to hand over contraband, in line with this Policy, will be subject to further disciplinary action.

Staff Responsibilities

All staff must:

- inform the Director of Pastoral Care, Principal, Deputy Principal or other senior staff members if they suspect that a student is in possession of tobacco or smoking-related products, alcohol, inappropriate or illegal material on a mobile or other IT device, illicit substances or weapons
- follow the procedures set out in this Policy when confiscating contraband items from a student
- follow the procedures set out in this Policy in relation to the holding and return of contraband items

Implementation

This Policy is implemented through a combination of:

- staff training
- student education
- effective monitoring and supervision of students
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this Policy St Edward's College may take disciplinary action.