Timboon P-12 School is committed to continuous improvement in our learning and teaching that reflects current and future learning needs. The school is striving to develop a culture that provides quality learning opportunities with a focus on ensuring that all members of the school community have the best options for success.

(2013-2016 Strategic Plan)
Table of Contents

1.0 STAFF
1.1 Foreword
1.2 School Profile
1.3 Staff List
1.4 Role Statements
1.5 Performance Plans
1.6 Induction
1.7 Telephone
1.8 Workcover
1.9 Staff Room
1.10 Leave
1.11 Staff Code of Practice
1.12 Professional Development
1.13 Keys/Security System
1.14 Staff Association

2.0 STUDENTS
2.1 Welfare and Discipline
2.2 Student Code of Behaviour
2.3 Student absence, Illness, Injury
2.4 Video / Film Viewing
2.5 Mandatory Reporting
2.6 Sunsmart

3.0 ORGANISATION
3.1 Bell Times
3.2 Assemblies
3.3 Supervision
3.4 Camps and Excursions – Taking Students Out of School
3.5 Swimming
3.6 Decision Making Structures and Meetings
3.7 Record of Collections
3.8 Attendance Rolls
3.9 Bank Books
3.10 Book Club
3.11 Buses
3.12 Ordering Supplies
3.13 Use of School Equipment
3.14 Photocopying
3.15 Emergency Management
3.16 Facilities - Maintenance and Minor Works, OH&S, Computers
3.17 Correspondence Folder
3.18 Room Bookings
3.19 Staff Welfare
3.20 Time in Lieu

4.0 GLOSSARY

5.0 APPENDICES
Telephone System
Security System Information
Swimming regulations
Time Out Room Flowchart
Consultative Committee
Bus Duty Arrangements
Disruptive students P-6
Maintenance Requirements
Protocol for the Granting of Leave
Dress Code
Report of Safety Hazard
Computer Maintenance
Responsibility Structure
2015 Staff
Mandatory Reporting Guide
Timboon P-12 School Staff Handbook

STAFF

1.1 FOREWORD
The Staff Handbook is intended as a guide for staff regarding everyday school procedures. Some sections of the handbook are relevant to a particular campus, however, it is suggested that staff familiarise themselves with all matters in the booklet. Work conditions at Timboon P-12 School are as outlined in the Victorian Government Schools Agreement 2013. [http://www.education.vic.gov.au/hrweb/Documents/VGSA-2013.pdf](http://www.education.vic.gov.au/hrweb/Documents/VGSA-2013.pdf)

Supporting Documentation (available on the T drive and webpage)
- Policies
- Emergency Management Plan
- School Strategic Plan
- Annual Implementation Plan
- Policies

1.2 TIMBOON P-12 SCHOOL PROFILE

LOCATION
Timboon P-12 School is located in rich dairying Western District country bordering a section of the “Shipwreck Coast” and draws its students from an area of approximately 1000 square kms. The school has an enrolment of just under 460 students, 40 teaching staff supported by another fourteen non-teaching staff and three principal class.

GUIDING PRINCIPLES
- **Purpose:** Timboon P-12 School is committed to continuous improvement in our learning and teaching that reflects current and future learning needs. The school is striving to develop a culture that provides quality learning opportunities with a focus on ensuring that all members of the school community have the best options for success.
- **Values:** Timboon P-12 School is a school where relationships are based on trust and mutual respect: Where the contributions of all are valued and acknowledged. These values are underpinned by the school motto: “Strength through Understanding” and the core belief that everyone can experience success.

CURRICULUM
The curriculum is broad, balanced and relevant in order to cater for the needs of all students. The school works actively towards developing student skills, broadening student knowledge and assisting in the development of positive values.

At years prep to six, the school strives to provide a common curriculum in the Learning Areas of: The Arts, English, Languages Other Than English (LOTE), Health and Physical Education, Mathematics, Humanities, Science and Technology. At years seven to ten students have core subjects in English, Maths Science and History, Physical Education, LOTE (Year 7 & 8 only) and elective subjects which cater for their interests and needs. At years eleven and twelve, students choose courses from a comprehensive VCE/VCAL selection. The school enjoys high retention rates into VCE, solid VCE results, excellent VCAL completion rates and consequent high entry rates to tertiary studies, further education and work.

Special curriculum features include: Timboon Agriculture Project, Advance, Reading Recovery, Bike Education, Perceptual Motor Program (PMP), a comprehensive excursions, camping, outdoor education and sports program, student rock bands, comprehensive Careers, Managed Individual Pathways and Work Education programs. Historically the school has been at the forefront of innovation and a long hard fight for new buildings will see a 5.2 million dollar upgrade over the next few years. A 2.5 million school/community library building was opened in December 2010.
FACILITIES
The school enjoys a spacious, treed ten hectare site. These grounds include gardens, grassed sports areas, tennis courts, sealed play areas, outdoor play equipment, sports centre, hall, agriculture precinct and indoor cafeteria. The P-6 campus has two masonry veneer buildings and large performing arts area. All are connected by covered walkways. The 7-12 campus buildings reflect a number of different architectural styles, and are solid and spacious. The school introduced a BYOD program, in 2013, to support the extensive use of technology. Students from Year 3 to 8 are encouraged to bring an iPad. Students from Years 9 above are encouraged to have their own Netbook/laptop. The school also shares the Library and the Sporting Complex with the community. The Agriculture precinct was established in 2012 and a focus on linking the curriculum to Ag studies has been well supported.

1.3 STAFF LIST
Refer to Appendices

1.4 ROLE STATEMENTS
Role statements and Personal professional development plans are to be negotiated with the Principal during term one. Professional development plans are to include personal goals. End of cycle performance plans will also be signed during this meeting. Roles statements are available from the T-drive.

1.5 PERFORMANCE PLANS
All teachers and non-teaching School Support Officers will undergo an Annual Review.

Supporting Documentation
Performance and Development Program for Teachers - Guidelines

1.6 INDUCTION
Teachers new to the school will meet with the Principal on a weekly basis throughout first term and fortnightly for the remainder of the year for the purpose of discussing school and Departmental procedures and policies and pedagogy. This will also be an opportunity for the new teacher to raise concerns and to seek clarification and support. New teachers will also be supported through being allocated a mentor.

1.7 TELEPHONE / FAX
Staff are requested to advise family and friends to restrict incoming calls to recess or lunchtimes except in cases of urgency. Mobile phones should not be used during class time unless there is an emergency or you are participating in a P.E or outdoor activity.
A charge is made for outgoing personal calls. Please pay The Finance Manager for these phone calls. This also includes private use of the fax machine and internet facilities. Most people have a mobile phone so private calls should not be made on school phones.

1.8 WORKCOVER
If any member of staff suffers an injury or illness at school, or while travelling to or from school, which could conceivably give rise to a claim for Workcover, an Injury Report must be lodged on the edusafe website. https://www.eduweb.vic.gov.au/EduSafe/login.aspx
If in doubt as to the seriousness of an injury always err on the side of caution and complete a form immediately. If you are injured at work you must inform Sean Fitzpatrick immediately.

1.9 STAFF ROOM
It is the responsibility of all staff to keep the staff room tidy. Staff are expected to place their cups in the dishwasher and empty the dishwasher when the dishes are clean.
Refrigeration space is shared. Remember this and remove items from carry bags and take home left over produce. All items are removed and binned at the end of each term.
Timboon P-12 School Staff Handbook

Teachers should leave the staffroom promptly when the bell sounds so as to ensure that students are not left unsupervised.

A PA system operates in the staff room. It is important that staff can clearly hear bells and messages. Please do not turn off the PA system. Staff who have children attending the school should be alert to confidentiality and other staff member’s right to relax in the staff room and not allow their children to be in the staff room when it is being used for meetings or when staff members are discussing issues. Outside of school hours if the room is not being used by staff, it is expected that any children will be properly supervised and asked to leave by the parent if their presence is obviously affecting members of staff.

1.10 LEAVE

Illness

P-6 staff are asked to verbally notify Andrea Taylor and 7-12 staff to verbally notify Gabby Theologous as early as possible if they are to be absent from work so as to allow replacement staff to be contacted. Please do not ring them before 7.00am or after 7.00pm. AN EMAIL OR TEXT MESSAGE IS NOT ACCEPTABLE.

Staff are to complete their absence details immediately on return to school. If the details are not completed a day without certificate or possibly without pay may be incurred. The office staff will not chase certificates—this is the responsibility of the person who has been absent.

Staff must produce a medical certificate for any absence that exceeds three days, any absence immediately prior to or following a public holiday or term vacation, any absence on the day of a stopwork or if five days absence have already been taken without a medical certificate in any calendar year.

P-6 teaching staff should complete a CRT Information Sheet and forward it to the Assistant Principal whenever possible.

7-12 teaching staff should complete a CRT Extras Sheet, attach a class list and place it in the extras trays in the staff centre (This is available on the school website).

Carer’s Leave

Carer’s Leave is deducted from personal sick leave credits.

Staff must produce a medical certificate for any absence that exceeds three days, any absence immediately prior to or following a public holiday or term vacation, any absence on the day of a stopwork or if five days absence have already been taken without a medical certificate in any calendar year.

Long Service /Leave Without Pay – refer to Protocol for the Granting of Leave

More information is available from:

Supporting Documentation
Protocol for the Granting of Leave

1.11 STAFF CODE OF PRACTICE

The staff of Timboon P-12 School are required to:

Plan and Evaluate
Plan, prepare and document for effective teaching and learning, establishing clear, attainable goals, content, work expectations, resources and assessment criteria.

Regularly evaluate and, where necessary, modify programs.

Assess student progress; maintain records of student development as per Reporting and Assessment policies.

Establish a Learning Environment
Display an understanding of how students learn, catering for individual learning needs.

Encourage students to develop as responsible and effective learners.

Create an atmosphere of trust and encourage educational risk taking.

Promote high expectations of students.

Motivate students to be actively involved in their learning.

Value students’ success and encourage effort, persistence and good learning behaviours.

Promote mutual tolerance and respect for people and property.
Timboon P-12 School Staff Handbook

Model appropriate behaviour consistent with classroom expectations
Promote self-esteem, confidence and self worth
Communicate clear goals, expectations and learning styles to students

Demonstrate Professionalism
Establish positive, effective relationships with staff through mutual support and sharing of good teaching practice
Keep abreast of current educational policies and issues
Plan for, and actively engage in professional development
Practice confidentiality within the school community
Participate in school decision-making and demonstrate support for the decisions of the school and School Council
Attend and contribute to required meetings relevant to their duties
Dress in a neat, tidy professional manner and observe O.H& S footwear requirements
Support the P-12 ethos

Develop School Community Links
Encourage parents to support and participate in their children’s learning
Recognise the importance of home/social/community partnership
Support and promote a positive image of the school
Display integrity in all dealings with the community
Accept joint responsibility with parents for pastoral care of students
Participation by staff in curriculum outside the classroom is valued and encouraged.
Teaching and non teaching staff at Timboon P-12 School are required to follow the School’s Strategic Plan, Annual Implementation Plan, specific role statements, documented policies and programs and the Victorian Government Schools Agreement 2013

Supporting Documentation
Staff to Staff Code of Conduct

1.12 PROFESSIONAL DEVELOPMENT
The school has a strong commitment to a planned approach to professional development. Staff are required to set goals and are encouraged to seek support in achieving these. The school also prepares a whole school PD plan in response to needs identified by Sub-schools, Learning Teams and Curriculum committees and common concerns identified in individual plans.
The PD committee works to support staff through knowledge of PD plans and staff are encouraged to be proactive in locating programs
A PD folder is located in the staff centre. To apply for registration and time release, staff must complete a PD application for 2016 and submit the application to Andrea Taylor. The application will be reviewed by the PD committee.
In order to stretch the PD budget and provide equitable access, please be mindful of the following guidelines:
The PD committee will approve funding and time release if it can be directly linked to Personal Professional Development Plans or the Whole School PD Plan
The budget supports one P.D day per staff member
No travel or accommodation will be paid unless the staff member is asked by the Principal to attend
Registration to be funded
Generally CRT days funded from the PD budget will be restricted to one person, the exceptions being those required by Whole School PD plan. A flat charge of $220 CRT Day has been established for 2016.
Where appropriate, an attempt will be made to offset the cost of school PD by including other schools
It is recognised that there are changing needs within the school and if teachers have specially identified requirements every attempt will be made to meet these.
If a staff member is concerned that appropriate professional development has not been funded a review may be requested in writing to the Consultative Committee through the Principal.
A record of PD is maintained by the PD committee. If staff wish to have PD recorded on this record they must complete the application process. **Non-approved PD will not be added to the record.**

**Supporting Documentation**

**Professional Development policy**

**1.13 KEYS / SECURITY SYSTEM**

The school is on a Master Key system. Each building has its own group of keys. Staff will be issued with keys as considered necessary. Keys must be returned upon completion of duties at the Timboon P-12 School. After hours a set of keys is available through the key safe box located at the Admin. The Code is changed regularly so ring the number of the box if the code you are using doesn’t work.

All buildings, including the sports shed, are monitored through security motion detectors. The system is turned on at 5.00pm and remains activated until 7.00am of the following school day.

A special security key/fob is required to turn off the system

If staff are to remain in or enter buildings after 5.00pm school days, the system must be turned off. Staff must enter their name on the whiteboard located next to the key switch. The time, date and location must also be entered. When the staff member leaves the building they are to remove their name from the whiteboard and, if there are no other names on the board, turn the system on. Numerous members of staff have security keys which can be borrowed or arrangements to borrow a key can be made at the office.

**If a member of staff activates the system through not turning it off (and the security company and/or police attend) that person will be responsible for paying the $110 fine.**

**Supporting Documentation**

**Security System Information**

**1.14 Staff Association**

There is a fee levied on all members of staff to help cover the cost of tea, coffee, milk, sugar, occasional gifts, end of year gifts, birthday cakes and morning teas. Special morning teas are provided from the Principal’s Discretionary Fund.

Fees are as follows:

- $100 per annum (can be paid per term i.e. $25 x 4)
- Part time staff pay pro rata i.e. .8 = $100 x .8 = $80 p.a.
- Staff not partaking of beverages $20 per annum for gifts and birthday cakes.
- Staff working less than a full term to negotiate with the Business Manager.

**STUDENTS**

**2.1 WELFARE AND DISCIPLINE**

As can be seen from the Student Code of Conduct, the discipline philosophy is encapsulated in the Rights and Responsibilities Policy. Assistant Principals are responsible for overseeing the implementation of the policy. The Subschool Leaders together with the year level coordinators have responsibility for day-to-day discipline and welfare matters and are to be the first point of contact for class teachers and parents.

When incidents occur at the P-6 or 7-12 campus relating to discipline, an Incident Report form must be completed or the details entered on the RISC program. For P-6 students, the original is to be forwarded to the Assistant Principal of the relevant campus and a copy to the Year Level Co-ordinator, class teacher/ home group teacher. For 7-12 Raelene will enter details onto Risc and distribute the report to year level coordinators and the 7-12 Assistant Principal.

**Supporting Documentation**

Student Code of Behaviour

Engagement and Wellbeing Policy

Procedures for Dealing with Disruptive Students P-6

Late Pass Procedures

**2.2 STUDENT CODE OF BEHAVIOUR**
Principles concerning the rights of the school community

The school should be a happy, safe and stimulating learning environment that meets the needs of students at all levels.

The following rights apply to all members of the school community at school, on school activities and travelling to and from school:

- All members of this school have the right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status.
- All members of this school have the right to be free from all forms of intimidation.
- All members of this school have the right to work and play in a safe, clean, orderly and cooperative environment.
- All members of this school have the right to have their personal property (including computer files and student work) and the communal property in which they have a share, protected from damage or other misuse.
- All members of this school have the right to have any disputes in which they are involved, settled in a fair and rational manner.
- All members of this school have the right to work and learn in a supportive environment without interference from others.
- All members of this school have the right to express and share ideas and to ask questions.
- All members of this school have the right to a school which is highly valued by the wider community.

The observance of these rights by all members of the school community should be encouraged as a means to develop the qualities of fairness, tolerance and respect for individuals and their welfare. It is the responsibility of all members of the school community to ensure that these rights are observed.

Guidelines for the management of student behaviour

To ensure individual’s rights are protected:

- The school community will be made aware of students’ rights and responsibilities and school rules through their publication and distribution.
- Discussion of rights, responsibilities and rules will occur to help students’ understanding.
- Class teachers will establish with the students a set of behaviour expectations within their classroom, consistent with the rights within the charter.
- Discipline and Support networks will be established to handle infringements of rights and settlement of disputes in a manner consistent with the charter and supporting documents.

Approach to discipline

Approaches are designed to encourage students to observe their responsibilities to respect the rights of others consistent with Restorative Practices.

- Discipline procedures will be consistent, fair and just.
- Discretion is to be used in the handling of breaches to the Code of Behaviour.
- Students are to be encouraged through positive reinforcement of appropriate behaviour.
- Teachers and the support network will enlist and encourage parental support.
- Parents are to be contacted at the discretion of teachers and/or support network.
- Students are to be accountable for their behaviour in a manner appropriate to their maturity.

An Indication of the Sanctions Being Used

Students should understand the Code of Behaviour and the effect that breaches could have on themselves and others. There will be consequences for breaches of the code. Wherever possible, consequences should be logically connected to the breach of the rule.

Possible sanctions include:
- Discussion followed by a warning.
- A special program to reinforce a concept or a school rule.

A requirement to repeat a task to an acceptable standard.
A period of catch up
Placement on an attendance record or behaviour report
Parent contact
A written and/or verbal apology
Deprivation of privileges
Redressing damage wherever appropriate
Community service to improve the school environment
Referral to the Principal
Suspension procedure in line with DET guidelines if disruptive or dangerous behaviour continues or where an immediate response is needed to a serious incident
Expulsion in line with DET guidelines

Supporting Documentation
Student Code of Behaviour
Student Engagement Policy
P-6 Disruptive Students P-6
Rights and Responsibilities Policies
DET Student Discipline Procedures
Classroom Management Plans
Procedure for Addressing Student Cigarette Smoking At School

2.3 STUDENT ABSENCE, ILLNESS, INJURY
In the event of a student being injured or becoming ill a member of the Principal class or a subschool leader is to be notified before the student leaves the grounds. If the student has a note or the office has been notified by the parent it will not be necessary to notify the above. If a student is sent home they are to be marked off the bus roll.
7-12 campus students who are ill should be referred to the office. The First Aid Officer will then be contacted.
P-6 campus students who are ill may be placed in the sick bay for short periods of time or while waiting for a parent to collect them. The student should be regularly checked upon and office staff notified about their presence in the sick bay. If the student’s condition does not improve parents should be contacted. In the case of a student appearing to be seriously ill they are to be taken to the medical clinic and the parents notified as soon as possible. If parents cannot be contacted a person nominated by the parent as a contact should be informed of the school’s actions.
At no time should a student suffering from asthma or head injuries be left unattended in the sick bay. Students are not to have access to first aid supplies. Analgesics (headache tablets etc.) should not be administered to any P-6 campus student without parental approval.
A Medication form is to be completed by parents before classroom teachers administer medication to students. Forms will be forwarded at the commencement of the year and are available from the Principal.
The department recommends that staff do not administer medication to students. The First Aid Officer will contact parents of students in the 7-12 campus. The First Aid Officer is to record this in the register.
P-6 campus teachers are to wear Medical Alert bags when performing yard duty supervision.
In the event of an injury occurring to a student, an Injury Report must be completed. This should be done by the teacher on yard duty, the class teacher (P-6 campus) or year level coordinator.
Gloves should always be worn if a student is bleeding. Cardboard spacers must be used with ventolin and only used once.
If there is any suspicion that a spinal injury could has occurred the students is not to be moved. The ambulance is to be contacted. Photos of students with serious medical conditions are displayed in the staff room. Staff should familiarise themselves with the procedures to follow for each student in an emergency.
Ref: Medical Intervention Flow Chart
2.4 DVD VIEWING
Staff should be aware of current copyright regulations. Hired DVD’s are not to be shown for profit or to entertain students but rather for giving instruction. This means that dvd’s may be shown to groups of students if they are for teaching purposes.
DVD/Videos/ Television/ Video Games should be previewed before showing to students.
Any material or theme that could be considered offensive or controversial must be discussed with a member of the Principal class before viewing.

P-6 Campus
Only G rated shows are permitted. Written permission must be obtained from parents for students to view PG rated shows. M rated shows are not permitted.

7-12 Campus
Written parental approval is required for students under 15 years of age to view M or MA rated shows. Parents are to be informed about any shows that may contain material that could be offensive. Shows rated R are not to be shown.

Supporting Documentation
Offensive Materials Policy 3.24

2.5 MANDATORY REPORTING
Teachers are mandated notifiers of child abuse. As a mandated notifier it is your responsibility to report a belief, based on reasonable grounds, that a child is in need of protection from physical or sexual abuse when you form this belief in the course of practising your profession. (Section 183 of the CYFA 2005 states that any person who believes on reasonable grounds that a child is in need of protection may report their concerns to Child Protection)
You must complete the Mandatory Reporting module each year.
You must make your report without unnecessary delay.
You are required to report each time you become aware of any further reasonable grounds for your belief.
You do not have to be able to prove that the abuse has occurred.
Your identity as a notifier will remain confidential under the Children and Young Persons Act.
It is your personal responsibility to report your belief - it is not the responsibility of the Principal, however you may wish to discuss the matter with a member of the Principal class. The Principal may then assist you with the reporting of the matter.
Notification enquiries Phone 1800 075 599
Reporting Child Abuse
Child Sexual Abuse, Understanding and Reporting
Protection and Care

2.6 SUNSMART
P-6 students must wear school sun hats from the beginning of September to the end of April.
The bottom oval is for P-6 students only. Students must wear a hat.
All students should be encouraged to wear sunscreen and appropriate clothing when outside and on camps and excursions.
Teachers should model Sunsmart behaviours when out of doors.

Supporting Documentation
Sunsmart Policy
ORGANISATION

3.1 BELL TIMES

MONDAY, TUESDAYS, WEDNESDAYS, THURSDAY FRIDAYS

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<thead>
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<th>Duration minutes</th>
<th>Time</th>
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<td>9:00</td>
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<td>8</td>
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</table>

P-6 bell will ring only at the times marked *.

3.2 ASSEMBLIES

7-12 Campus

Form Assembly
Held every morning from 9:00 to 9:08am. Each form has a teacher who is responsible for this meeting and for marking of rolls.
At form assemblies the roll is marked by the teacher, daily bulletin read, SRC business discussed and other items as necessary.
Please note that students who are not in uniform and do not have a note are to be marked on the sheet in the front of the roll.

General Assembly and Subschool Assemblies
General assembly and subschool assemblies are held on a designated day. All staff are expected to attend assemblies. 7-12 assemblies and P-6 assemblies held approximately 3 times per term. Subschool assemblies
**Timboon P-12 School Staff Handbook**

are conducted by Assistant Principals, School Captains and Primary classes. P-12 Assemblies are held several times a year and generally take place at the P-6 campus. These are run by the Principal with School Captain support.

**P-6 Campus**

All staff and students are to attend P-6 assemblies unless specifically excused by a member of the Principal class. At the P-6 assembly, students will recite the school oath, staff and students will sing the National Anthem and the traditional custodians message will be read.

**3.3 SUPERVISION**

Staff should refer to the Supervision Policy and the supervision roster

Teachers are to complete supervision duty as per roster

All students are the responsibility of all teachers during the school day 8:50 a.m.-3:50p.m.

If staff leave the school grounds for any reason they should inform either the Principal class or office staff.

Prep students have exclusive use of the P-2 playground for the first few days of the year. This will be gradually extended to other students over the first few weeks

All P-12 students have use of the Café and should be encouraged to use the facility. (Use it or lose it.)

**P-6 Campus**

Students are not permitted in corridors or rooms during recess and lunch breaks unless instructed to come inside due to inclement weather or under the direct supervision of a teacher. Students are not to be left unattended in rooms.

**7-12 Campus**

Students are to move out of rooms at recess and lunch breaks. Students may not remain in the corridors and are only permitted to use the corridors en route to the cafeteria or to scheduled lunchtime tutorials, activities or meetings. Food is only to be eaten in the cafeteria or outside.

Bus Supervision (3:30 pm to 3:40 pm)

All students are expected to board buses promptly and be seated. When all students are accounted for, buses will be given the signal to leave by the appropriate supervision teacher after clearance from the School Services Officer responsible for the bus rolls

**Supervision Between Double Classes (7-12 Campus)**

There are three appropriate alternative uses of the break times:

- Teach through it
- Break from teaching and remain in the classroom
- Break and supervise students outside

**Supervision of Classes Where There is a Significant Component of Unsupervised Out of Class Activity (7-12 Campus)**

These classes may be like Peer Support and some year nine and ten units like Small Business Management. Class teachers need to ensure that parents sign a statement which outlines the nature of activities involved which will be unsupervised and outside the classroom. Parents need to acknowledge in writing their understanding about these implications of the course.

Class teachers need to inform a member of the Principal class or a subschool leader re the requirements of these courses.

Class teachers need to be aware of the whereabouts and actions of students who are unsupervised.

Projects that involve a degree of hazard to students must first be discussed with a member of the Principal class or a subschool leader.

**Supervision of a Class Activity Outside the School Without Direct Supervision (7-12 Campus)**

These classes may be like Peer Support and some year nine and ten units like Small Business Management. Class teachers need to ensure that parents sign a statement that indicates their understanding of the nature of activities involved which will be unsupervised and outside the classroom.

Class teachers need to inform a member of the Principal class or a subschool leader re the requirements of these courses.
Class teachers need to keep a formal record of the activity including:
A description of the activity to be undertaken, including locations
The names and ages of students involved
The time of leaving and return to school
Class teachers need to be aware of the whereabouts and actions of students who are unsupervised
Projects that involve any degree of hazard to students must first be discussed with a member of the Principal class or a subschool leader and/or the Occupational Health and Safety representative

Supporting Documentation
Supervision rosters
Bus Duty Arrangements
Late Pass Procedures
Supervision Policy

3.4 CAMPS AND EXCURSIONS
Teachers should familiarise themselves with Camps policy, Swimming regulations and Excursion policy.
Staff/student ratios vary according to the activity. Non-adventure excursions require a 1:20 ratio while some activities require a 1:1 ratio. When approval for the activity is sought from the Principal, appropriate staff/student ratios will be determined. Parents or appropriate volunteers can sometimes be included in the ratios as a staff member.
When requesting quotes, bus companies must be supplied with itineraries.
Under no circumstances should bus drivers be included in staff/student ratios or be assigned to supervise students.
In all instances where students are taken outside the school grounds, a member of the Principal class or a subschool leader must be informed and the Camps Excursions and Outings booklet at the office be completed.
Teachers planning excursions or camps must complete the Excursion Details package and forward to the Principal for approval.
When approval has been obtained, the package should be sent home to parents
Consent forms are to be taken on the excursion/camp and then forwarded to the office for storage. Consent forms are not required for nature walks or similar type outings
School Council approval is required for excursions involving adventure activities, interstate tours and overnight camps. Notification must also be forwarded to the DET three weeks prior to the activity. If insufficient time is allowed to gain School Council and DET approvals, camps and adventure activities will need to be cancelled
A First Aid kit and mobile phone should be taken on excursions and camps (Phone to be collected from the Principal).
Provision can be made to financially assist students to attend camps/excursions. The Principal should be informed by the teacher in charge if it is their belief that a family requires extra assistance. The teacher must not indicate approval to the student before speaking to the Principal
Approval for volunteer drivers must be obtained from the Principal
For overnight camps and excursions, the excursion leader is to provide a progress report to a member of the Principal class each night. The only exception to this is where there is no mobile phone coverage in the area.
Parents or volunteers attending an overnight camp must have a current Working with Children Check.

Supporting Documentation
Camps policy
Excursion Policy
Sunsmart policy

3.5 SWIMMING
Written approval must be obtained for all students attending swimming
Timboon P-12 School Staff Handbook

All staff, students and volunteer helpers must be familiar with the out-of-water drill. This is to be practised at the commencement of each season with all groups of swimmers.

Teachers are only to enter the water if spotters are used to observe all students in the teacher’s group.

Two supervisors (one of whom is Austswim qualified) are to be present at all programs.

The teacher/student ratios are as follows:

- Beginners (little or no experience) - shallow water 1:10.
- Intermediate (basic skills and able to swim 25 metres with a recognisable stroke) 1:12
- Advanced (able to swim 50 metres using two recognisable strokes and demonstrate one survival stroke in deep water) 1:15
- Surf beach 1:5
- Open deep water 1:10

In regard to recreational swimming (where the learning of swimming and water safety is not the prime objective) the teacher student ratio is 1:10. Two staff must be present for all recreation swimming. Further Details are also contained in Executive Memorandum 97/053.

Supporting Documentation

- Swimming Regulations
- Camps policy
- Excursions policy


3.6 DECISION MAKING STRUCTURES AND MEETINGS

Teachers should refer to the term calendar for the meeting schedules.

Teachers are required to attend PLT, P-6/7-12 and P-12 meetings and should tender an apology with a member of the Principal Class or PLT leader if unable to attend.

Minutes of all meetings are to be forwarded to the Principal and a copy placed in the Correspondence folder.

(Refer to 3.17)

The meeting schedule is published at the end of the previous year. Staff should not make appointments on meeting nights as part of the VGSA. The Principal may request a medical certificate for non-attendance at a meetings and appropriate time deducted from leave allocations.

Staff Briefings

7-12 Campus

This meeting is conducted in the Staff Centre by the Assistant Principal and is held from 8:45 – 8:55am. It is expected that all 7-12 staff attend. The purpose of the meeting is to give out any last minute organisational notices which are not on the Staff Bulletin and items of a social nature.

P-6 Campus

This meeting is held for the purpose of discussing issues relevant to the P-6 Campus.

Professional Learning Teams

All staff are aligned with at least one specific learning area. Meetings are conducted by the Learning Area leader in order to assist staff in implementing school policy as appropriate to the Learning Team.

The Principal is to be provided with minutes of meetings and a copy is to be placed in the correspondence folder.

Learning team meetings are scheduled as per calendar and the core business should focus upon pedagogy.

Meetings are held in various locations as decided upon by the group.

Learning Team leaders are indicated in the Staff List above.

Consultative Committee

This Committee comprises staff representatives from each sub school, an AEU representative from each campus, an SSO representative, the Assistant Principals and the Principal.

The Consultative Committee is the major forum for consideration of all Enterprise Bargain Agreement matters and will provide final advice/recommendation to the principal prior to the principal making a decision.
Timboon P-12 School Staff Handbook

Matters that concern the Teacher Class, Education Support Class and School long term planning will include:

- Development of workforce plans (projected staffing needs, predicted enrolments, mix of ongoing, contract, non-teaching and staff leave, retirements etc.)
- The planning and organisation of the program of instruction in the school
- Organising of work including the face to face teaching requirements
- Organisation of education support class work, including time in lieu
- Organisation of work of graduate teachers in their first 12 months of teaching
- Organisation of classes including class sizes
- The composition of selection and other panels
- Leave entitlements and discretionary leave
- Reviewing definitions of long-term planning and workforce plan to better clarify what is to be the subject of consultation

The agenda will be sent to all staff and minutes of all meetings will be placed in the correspondence folder. Meetings are held in the staff centre and staff are welcome to attend as observers

**Supporting Documentation**
Consultative Committee Protocols and VGSA 2013

**Leadership Team Meeting**
The Leading Teacher and Principal class officers meet weekly to undertake strategic planning and to discuss issues regarding the subschools and professional development

**Subschools**
All teaching staff are to be a member of one of the Sub-schools (P-6, or 7-12)

**Curriculum Committee**
Representatives from each Learning Team and Sub School meet as per calendar to discuss issues and formulate polices pertinent to the school curriculum

3.7 RECORD OF COLLECTIONS (P-6 CAMPUS)
All monies collected, unless otherwise specified, are to be entered in the Record of Collection book
Money should be sent with book to the office before morning recess. The Business Manager will enter a receipt number in the book
Money and personal valuables are not to be left in rooms unattended at any time

3.8 ATTENDANCE ROLLS

**Roll Marking – 7-12 Campus**
Rolls are to be collected by form teacher for marking during form assembly. Rolls are then to be returned to the office where information is to be entered on CASES (This is a legal document and must be correct).
Duty students are to take rolls to rooms for marking in session 5 each day. Information is to be entered on CASES
Any student arriving late or leaving early, is to report to the office where the information is to be written in the Arrival/Departure book and entered onto CASES
In the event of a student being absent for 3 consecutive days, or 5 days in a term without a reason being provided by a parent or guardian, the appropriate Sub School leader is to be informed. If no information is provided a letter will be sent to parents seeking an explanation.
Absence data is stated on mid and end of year reports.

**Roll Marking – P-6 Campus**
Grade teachers are to mark rolls prior to recess each morning and immediately following lunch recess. If a student arrives late or leaves before the end of the session (i.e. before lunch / after lunch) this is to be noted on the roll. For a student leaving before the end of the session the / or \ mark is to be crossed x. For a student
who arrives for a session after being marked absent write L (for late) above the absence mark. For students whose absence is explained (note or phone call from parent, write N above the absence mark)
In the event of a student being absent for 3 consecutive days or 5 days, in a term without a reason being provided by a parent or guardian, the teacher should contact the parent.
On Friday mornings the roll is to be forwarded to the office for entering on CASES. Teachers are to maintain a record of arrivals and departures of students after the roll has been forwarded to the office, for entry in the roll upon its return

3.9 BANK BOOKS (P-6 CAMPUS)- We do not offer school Banking.

3.10 BOOK CLUB (P-6 CAMPUS)
Order forms are distributed to students once a month
Individual orders are to be collated and entered onto the class order form. The class order form and money are to be sent to the office on, or before, the closing date. Money collected for Bookclub is not to be entered into the Record of Collections.

3.11 BUSES
P-6 Campus
All bus notes are to be sent to the Office prior to 9:30am.
Morning bus roles are to be handed to the teacher on supervision duty for forwarding to the office
Unless a note or other communication is received from a parent or guardian, students are to travel as would normally be expected. The office must be informed of any communications from parents/guardians regarding changes to bus travel.
Students are not to be marked off buses at their own request.
Students are to be walked to the bus assemble area and dismissed to buses. Teachers are to mark off their grade to the School Services Officer responsible for bus rolls who will then indicate to the appropriate bus duty teacher that buses can leave grounds. A Bus Duty Arrangements sheet will be provided to each teacher prior to their allocated supervision detailing the area for which they are responsible and their role.
If any doubt occurs, the Assistant Principal or School Services Officer responsible for bus rolls is to be contacted.

Supporting Documents
Code of Behaviour
Bus Policy
Bus Duty Arrangements

3.12 ORDERING SUPPLIES
All orders are to be written in the order books supplied. The original sheet is then to be forwarded to the office. If supplies are to be purchased directly from local traders the Finance Manager should be contacted to establish the procedure to be employed. The Principal must authorise any expenditure in excess of $1000.
No ordering of supplies will be permitted after the 2nd week of term 4.

3.13 USE OF SCHOOL EQUIPMENT
School Equipment (staff)
Borrowing of equipment must always be with the approval of a member of the Principal class.
Details of equipment borrowed must be entered in the Loan Register. This is located in the office
Equipment must be returned promptly. Damage or loss of equipment will incur a replacement cost.
Equipment not listed in the loans register or not approved for useage by the Principal class will be assumed stolen and a police report will be entered.
Unauthorised use of equipment, photocopiers, machinery, facilities is not allowed.
School Canoes (for members of the school community)
Due to the age of the School canoes, they are no longer available to school community members for hire.
3.14 PHOTOCOPYING
Photocopiers are located in the Library, I block, Office A, outside Assistant Principal’s office B, Security Room C, D wing, and D wing Art room.
The photocopier in C security room area is for use by the office staff - not teaching staff unless this has been organised with the Business Manager or photocopying is of a small number of sheets (up to 20)
The colour photocopier in C staff room is available to staff. Please note that as of the 20th January. For security and environmental reasons, Staff will not be able to release photocopy jobs without using their card at the desired photocopier.
Any staff who have misplaced their card or left it home etc can log in manually at the photocopier. To increase student accountability we will be implementing the same process for students in 2016. Please refer to 2016 changes for students and staff.

3.15 EMERGENCY MANAGEMENT
It is important that staff are aware of arrangements regarding emergency situations including fire, bomb threat, hostage, storm and serious injury.
An evacuation or Lockdown drill is held each term
**Supporting Documents:**
Emergency Management Plan (Available on the website)

3.16 FACILITIES - MAINTENANCE AND MINOR WORKS, O.H&S, COMPUTERS
It is important that school facilities be maintained in a safe and operational condition. From time to time, facilities and equipment will require attention. If staff become aware of facilities or equipment requiring attention they should complete the Maintenance Requirements form that is available from the staff centre
Completed forms should be returned to the appropriate person as indicated on the from
**Supporting Documentation**
Maintenance Requirement forms
Computer Maintenance-log a job
Edusafe online Report of Safety Hazard

3.17 CORRESPONDENCE FOLDER
A folder containing current correspondence and minutes of meetings is maintained in the staff centre.
A daily list of the correspondence contained in the folder is displayed on the bulletin
At the end of the week, correspondence is transferred from the folder to the correspondence boxes located beneath staff pigeon holes
Staff should familiarise themselves with school correspondence, particularly memorandums and circulars
Circulars and memorandums are always emailed to staff.

3.18 OCCUPATIONAL HEALTH & SAFETY
OH&S is the responsibility of all members of staff. If you become aware of an unsafe work practice or unsafe facilities it must be reported to the Principal or Ian Harris and lodged on the edusafe web site.

3.19 Staff Welfare
If a member/s of staff believes that they have been bullied / harassed by another member of staff, a parent or student the matter should be reported to a Sub School leader, member of the Principal class or advice may be sought from the Staff Welfare/Association group (SWAG).
The DET has an Employee Assistance Program to support the health, safety and welfare of all employees. It comprises two elements –
- A short term solution focussed confidential counselling service consisting of up to four sessions for any work related or personal issue for individuals
- A dedicated Manager Assist telephone advisory service to provide management advice and support to principals and managers.
3.20 TIME IN LIEU

Time in Lieu

Time-in-lieu may be granted in the week where the overtime occurs or any other week of the school year. It is to be granted at a time that causes least disruption to the educational program of that school.

- All time in lieu must be recorded and approved by the Principal class before the overtime occurs.
- A staff member seeking time in lieu must provide the principal class with not less than three working days notice of intention to be absent.
- An education support class employee is entitled to time off in lieu for work required under the VGSA.
- The Employer will grant time in lieu equivalent to the hours of work in excess of the education support class employee’s normal hours of duty.
- As an alternative to time in lieu, the Employer and the education support class employee may agree to payment for time in lieu owed at the education support class employee’s normal rate of pay.

4.0 GLOSSARY

The following describes the meaning of the abbreviations used throughout the Handbook.

TSPA  Timboon School Parents’ Association
PLT  Professional Learning Team
CRT  Casual Replacement Teacher
YLC  Year Level Coordinator
DEECD  Department of Education and Early Childhood Development

5.0 APPENDICES – Available on Staff Public Folders (Principal Information) or refer to http://timboonp12.vic.edu.au/page/184/Policies-of-Timboon-P-12-School

- Telephone System
- Security System Information
- Swimming regulations
- Time Out Room Flowchart
- Consultative Committee
- Bus Duty Arrangements
- Procedures for dealing with disruptive students in the years P-6
- Detention duty
- Maintenance Requirements
- Protocol for the Granting of Leave
- Dress Code
- Report of Safety Hazard
- Computer Maintenance
- Responsibility Structure
- Staff to Staff conduct
## Timboon P-12 Staff Handbook

### 5.16 Staff List

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<tr>
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### 5.16 Mandatory Reporting
A step-by-step guide to making a report to Child Protection or Child FIRST

### Protective concerns

You are concerned about a child because you have:
- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:
- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

### RESPONDING TO CONCERNS

1. If your concerns relate to a child in need of immediate protection, or you have formed a belief that a child is at significant risk of harm.
   - Go to Step 4
2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services.
   - Go to Step 3
3. In all other situations
   - Go to Step 2.

* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – Protecting the safety and wellbeing of children and young people.

### FORMING A BELIEF ON REASONABLE GROUNDS

1. Consider the level of immediate danger to the child.
   - Ask yourself:
     - a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm?
        - YES / NO
     - b) Am I in doubt about the child’s safety and the parent’s ability to protect the child?
        - YES / NO
2. If you answered yes to a) or b)
   - Go to Step 4
3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services.
   - Go to Step 3

### MAKING A REFERRAL TO Child FIRST

1. Contact your local Child FIRST provider.
   - Ask over for contact list for local Child FIRST phone numbers.
2. Have notes ready with your observations and child and family details.

### MAKE A REPORT TO CHILD PROTECTION

#### Mandatory/Protective Report

1. Contact your local Child Protection Intake provider immediately.
   - See over for contact list for local Child Protection phone numbers.
2. Have notes ready with your observations and child and family details.
   - Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection.

For further information refer to Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services, Child Protection, Department of Education and Early Childhood Development, Licensed Children’s Services and Victorian Schools

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