



GREEN VALLEY ISLAMIC COLLEGE

A SAFE AND SUPPORTIVE ENVIRONMENT POLICY

General

The NSW Board of Studies Registered and Accredited Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that it provides a *'safe and supportive environment'* for all students. Below are the various policies put in place by Green Valley Islamic College to meet these requirements?

Support

1. Green Valley Islamic College wishes to promote a learning environment where teachers and pupils should be mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of College. Our College encourages consultation between all members of the School community in matters which affect them.

Security

2. Green Valley Islamic College implements measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgement as to what is required and includes in its consideration such matters as:
 - a) appropriate levels of supervision;
 - b) security of buildings;
 - c) procedures in case of fire;
 - d) use of grounds and facilities;
 - e) travel on School-related activities; and
 - f) other appropriate matters.

The following School Policies are monitored for compliance in this area:

- i. Premises And Building Policy
- ii. Critical Incident Policy
- iii. Occupational Health And Safety Policy
- iv. Emergency Evacuation Policy
- vi. Occupational Health and Safety Policy

Supervision

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

Conduct

- 4. Green Valley Islamic College has put in place a Code of Conduct for staff and students which is supplemented from time to time by specific rules and directives. The Code of Conduct includes such matters as:
 - a) the rights and responsibilities of students and staff within the School community;
 - b) behaviour management;
 - c) the role of School leadership System (SRC) in the School and the monitoring of that system;
 - d) the management and reporting of serious incidents.
- 5. Green Valley Islamic College has established and implements appropriate behaviour management practices for students, consistent with the philosophy of the School and with other aspects of this policy.
- 6. Green Valley Islamic College implements a student leadership system based upon College's Student Leadership Policy.

Complaints and Grievances

- 7. Green Valley Islamic College has in place processes for dealing with complaints and grievances raised by students and/or parents. These processes incorporate, as appropriate, principles of procedural fairness.

All complaints and grievances raised by students and/or parents will be treated seriously and generally in accordance with the following:

- a) The complaint/grievance will be investigated.
This will generally involve speaking to the person about whom the complaint is made and perhaps others. The School will try to keep the matter confidential to the extent practicable.

b) If a complaint is upheld, the School will take appropriate action.

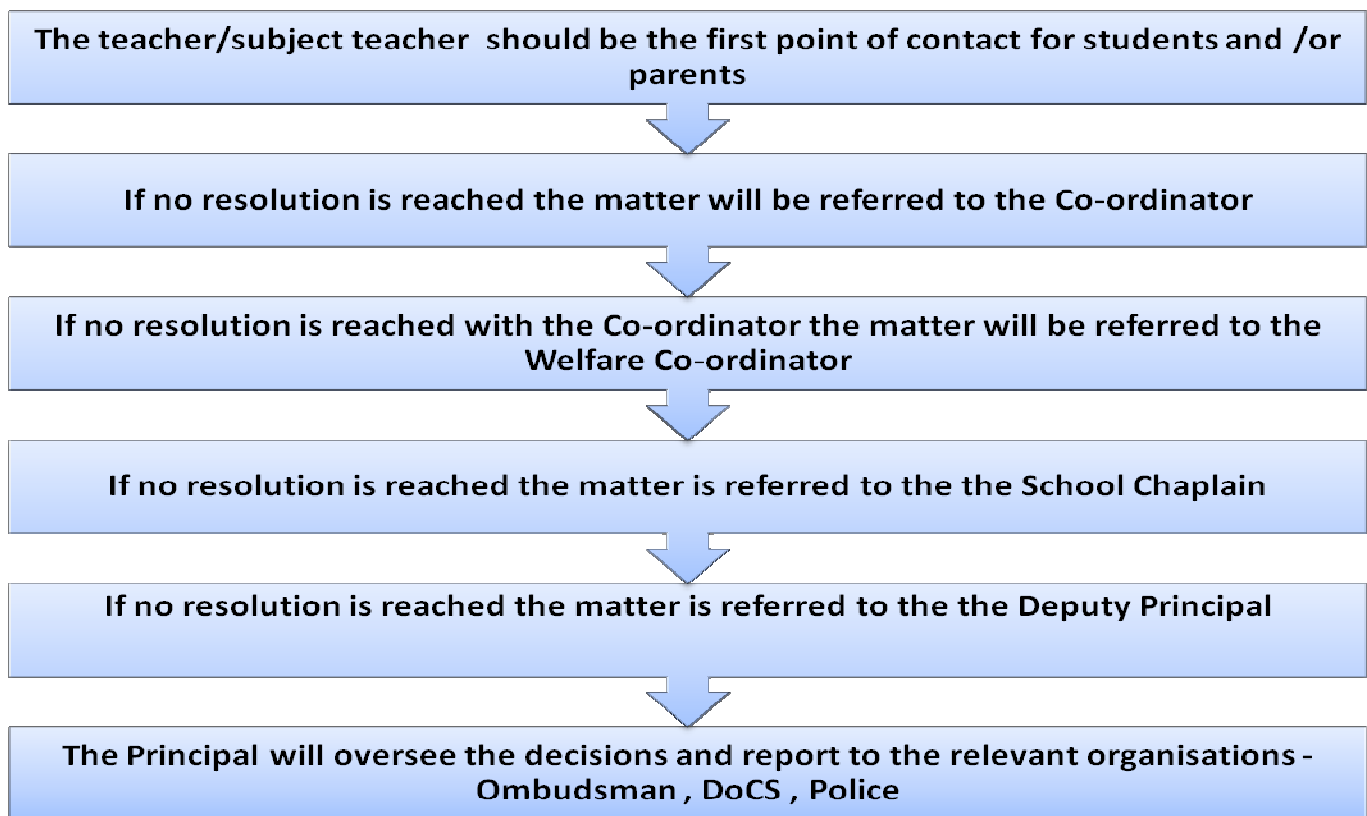
c) The principal will notify the Ombudsman within 30 days of any reportable allegation (see flowchart on page 4) made by students and/or parents. Disciplinary or other appropriate action will be taken if necessary.

d) If a complaint is made by students and parents and there is some evidence that the child may be “at risk of harm” the matter will be reported to Department of Community Services (DoCS)

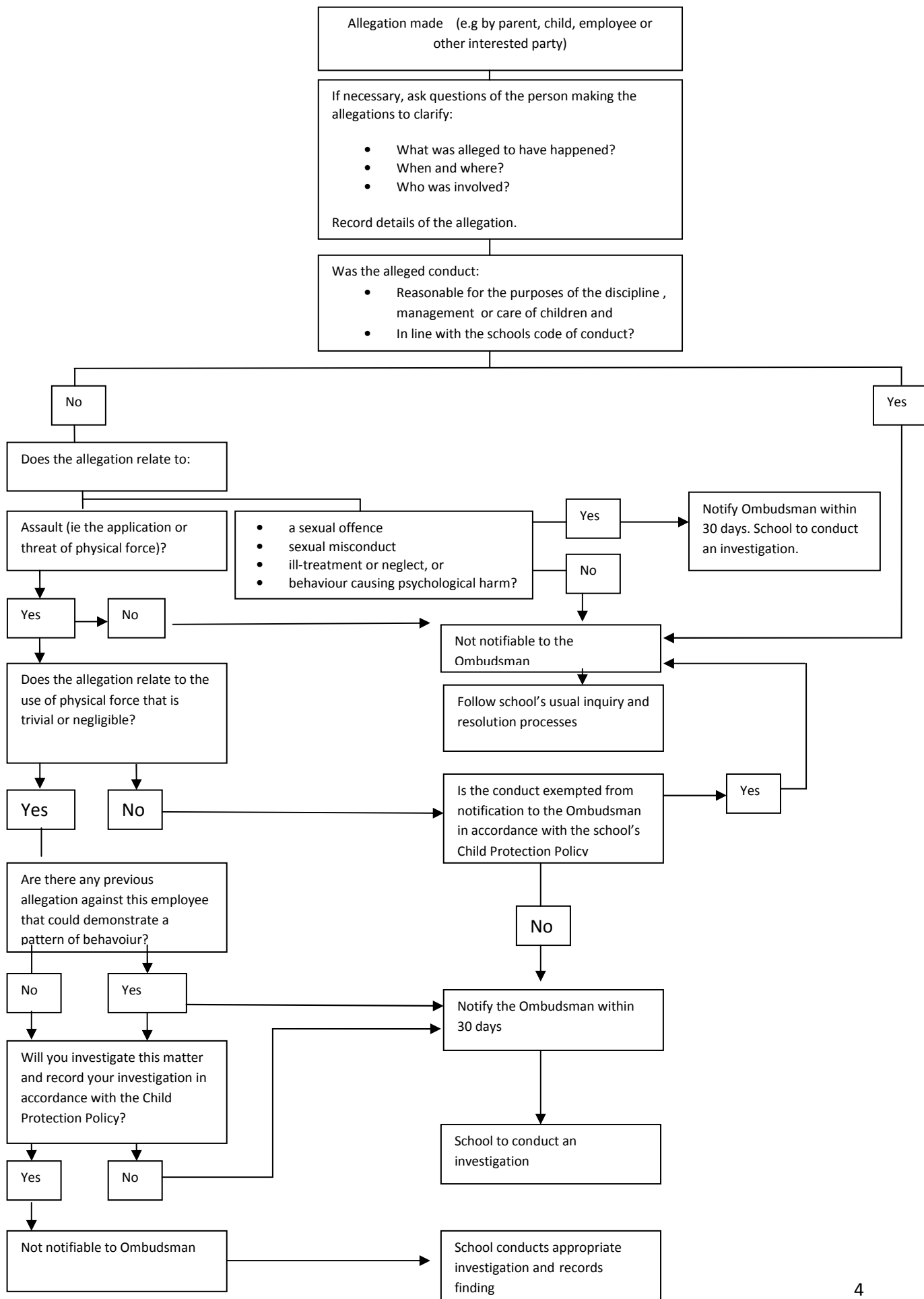
e) If there is alleged criminal offence the matter will be reported to the police.

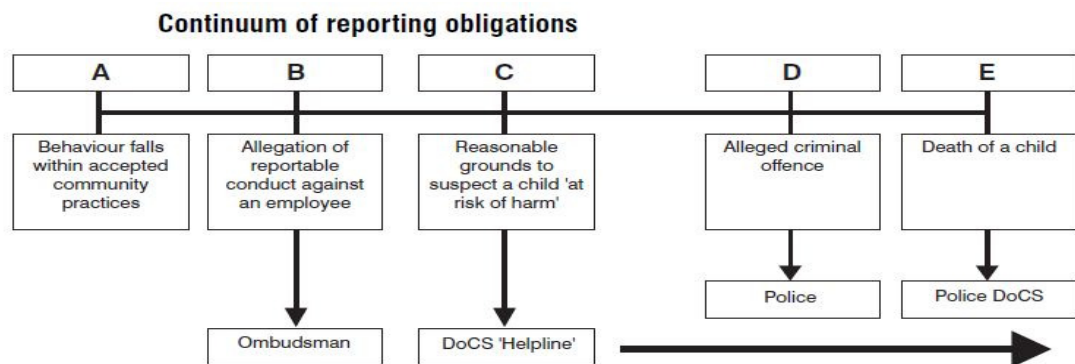
Parents and/ or students are regularly reminded through Newsletters and Meetings to bring forward any complaint/ grievance they may have. School Chaplain, Various Co-ordinators or the Deputy Principal are the grievance resolution advisers responsible for dealing with grievance matters.

Schematic of Grievance Process



Flow Chart – Determining if an allegation is reportable allegation





Record Keeping

All appropriate documentation on action to resolve the matter will be kept by the principal and /or a person designated by the principal in a locked and secured place in the Administration office. Records will also be kept by the Discipline/Welfare Coordinator.

Pastoral Care

8. Students are made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counselling by teachers within the School.
9. Green Valley Islamic College takes reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available. The Welfare Co-ordinator is responsible for the identification and monitoring of students with special needs.
10. Students requiring health and/or medical services and support or medication are assisted by the Administration staff of Green Valley Islamic College.

Communication

11. Green Valley Islamic College provides both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and well-being. This includes communications between some or all of the following: student; parent or guardian; teacher; principal; representative of an appropriate government, welfare, health or other authority.

The Student Council and the School Parents Advisory Committee play a very important role in this area.

All of the above policies are implemented in a manner that is appropriate to Green Valley Islamic College, its students and the School community and with regard to the relevant legislative requirements that apply to the School and the students within its care.

Dr. Mohammed Jafar
PRINCIPAL