

# Policy & Procedure

Giant Steps Melbourne

Safe and Supportive

Environment



Reviewed May 2020

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Signed by the Chairman of the Board  
*Mr Barry Irvin*

## A SAFE AND SUPPORTIVE ENVIRONMENT POLICY

### Policy

Giant Steps has policies and procedures to ensure that it provides a *'safe and supportive environment'* for all students.

Giant Steps wishes to promote a learning environment where teachers and pupils are mutually supportive. Students and staff need to respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the School. Giant Steps encourages consultation between all members of the School community in matters which affect them.

### Procedure

#### Security

The School has measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgment as to what is required and will include 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 implementation of these requirements and procedures will be monitored for compliance from time to time.

#### Supervision

Appropriate measures will be taken by Giant Steps staff so 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.

Teachers are required to submit Venue and Risk Assessments prior to excursions or community access activity.

#### Conduct

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

- a) the rights and responsibilities of students and staff within the School community;
- b) behaviour support
- d) the management and reporting of serious incidents.

The School has established and implemented appropriate behaviour support practices for students, consistent with the philosophy of the School and with other aspects of this policy.

### **Complaints and Grievances**

Giant Steps has in place processes for dealing with complaints and grievances raised by students and/or parents. These processes will incorporate, as appropriate, principles of procedural fairness.

### **Pastoral Care**

Students will be made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counseling within the School. Such support will take account of the specific needs of the student and supports provided.

Giant Steps will take reasonable measures to identify student's special needs and provide them with an appropriate level of support to assist students with their schooling with minimal disruption, taking into account the resources available.

Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.

### **Communication**

Giant Steps has both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and well-being. This may include communications between some or all of the following: student; parent or guardian or other significant family member of the student; teacher; counselor; Principal; Administrative Director; representative of an appropriate Government, welfare, health or other authority, other therapists and support personnel.

Teachers, staff and any other persons involved in the provision of education or other services for students of the School who are undertaking courses, subjects, tutoring or other education either on or off-site which have been arranged by the School will be subject to the requirements of relevant child protection legislation.

All of the above will be implemented in a manner that is appropriate to the School, 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.