



OUR SAVIOUR
LUTHERAN SCHOOL

SCHOOL POLICIES

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POLICIES CURRENTLY BEING REVIEWED:

Camps and Excursions
Drug Policy
Enrolment Policy

Following are selected policies from Our Saviour Lutheran School's Policy Handbook which may be referred to from time to time and of which you are asked to be aware.

POLICIES



OUR SAVIOUR
LUTHERAN SCHOOL

Our Saviour Lutheran School

ANTI-BULLYING POLICY

Policy:

This policy is based on the Guiding Principles and Key Elements of the National Safe Schools Framework (revised 2011).

Aims:

The aim of this policy is to ensure that Our Saviour Lutheran School is a safe and supportive environment, where all members of the school community both feel and are safe from harassment, aggression, violence and bullying.

Definition/s:

Bullying is behaviour that can be defined as 'repeated intimidation over time of a physical, verbal or psychological nature of a less powerful person by a more powerful person or a group of persons.'

Bullying involves one or more people exerting power or dominance over another or others.

Bullying behaviour is deliberate, unwelcome, uninvited and usually repeated.

Bullying involves behaviour which is physical, verbal, psychological or social.

Bullying includes a wide range of behaviours that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid.

Bullying can have a serious long-term effect on the health and wellbeing of people.

Power discrepancies include:

differences in physical size and strength

strength of numbers

relative popularity in the peer group

command of language

positional authority

Cyber-bullying is the use of information and communication technologies to support repeated and deliberate hostile behaviour intended to harm others. It is sometimes used as an extension to other forms of bullying, and can result in the target of bullying experiencing social, psychological and academic difficulties.

This form of bullying may not necessarily be repeated, but because the message can be sent to multiple users, ensures it has a large targeted audience and its intent is to deliberately intimidate a less powerful person.

① Australia and New Zealand Journal of Law and Education, 1327-7634 Vol 7, No2, 2002, pp87-140

② <http://www.cybersmart.gov.au/Schools/Common%20cybersafety%20issues/Cyberbullying.aspx>, 27 June, 2011

Objectives

To create an awareness of what bullying is and ensure all students, staff and parents aware of their responsibility in its prevention;
To develop a supportive environment, providing staff, students and parents with a variety of options to respond appropriately to bullying.

Forms of Bullying

Physical (*hitting, kicking, punching, pushing, shoving, poking, spitting, blocking, tripping, unwanted touching, taking or damaging something that belongs to someone else, forcing others to hand over food, money or belongings, forcing someone to do something they don't want to do*);

Verbal (*name calling, swearing, teasing, bossing, threatening, making fun of someone because of their appearance, physical characteristics or cultural background, makes fun of someone's actions, spreading rumours/gossip, and discriminative comments, whispering etc.*);

Non-Verbal: (*circulating inappropriate notes, drawings, making offensive gestures, laughing at victim, engaging others in similar behaviour*);

Property: (*damaging or taking belongings, extortion*);

Sexual: (*explicit use of language, gestures or visuals which are offensive*);

Cyber: (*online chat rooms to threaten, gossip, sexting, sending of confidential emails/comments etc*)

Rationale

Bullying and harassment are contrary to the Christian ethos of Our Saviour Lutheran School, which emphasises care and respect of all members of the school (students, staff, parents and friends). Bullying and harassment have immediate damaging effects on the personal well-being of the victim as well as on the social and educational fabric of the school. Review of the National Safe Schools Framework 2010 in collaboration with The National Safe Schools Framework Reference Group concluded that harassment, violence and bullying are less likely to occur in a caring, respectful and supportive teaching and learning community.

For these reasons Our Saviour Lutheran School takes harassment and bullying very seriously and commits itself to programs and procedures designed to minimise their occurrence and deal effectively with them when they arise.

Expected Student Behaviour

It is expected that all students at Our Saviour Lutheran School follow the following behaviour guidelines:

Students must show respect for others and themselves;

Students must respect their own property and that of others;

Students are to assist and encourage each other to perform to the best of their ability;

Students must accept responsibility for their own behaviour;

Students are to be aware that their behaviour occurs as a result of choices, conscious or unconscious; all behaviour has consequences, which affects future opportunities;

Irresponsible behaviour requires a response, which protects the rights of students who want to learn; which supports the rights of teachers to teach; which offers the student involved a chance to learn how to make a more responsible choice in the future.

If bullying behaviour is witnessed, students have the responsibility to respond according to the role of a bystander (as is taught throughout the school).

Responsibilities of:**School staff**

Principal to ensure the adoption of the National Safe Schools Framework;
School to work in partnership with community organisations and parents to extend support to students and families (Information Sharing Guidelines for Promoting the Safety and Wellbeing of Children, Young People and their Families (ISG))
Staff to comply with the 'Code of Conduct for Staff at OSLS';
Staff to have read and signed to the effect, the OSLS Child Safe Policy;
Implementation of a school-wide Code of Conduct, specifying what is and is not appropriate behaviour in the classroom and around the school;
Model caring behaviour and tolerance towards students, parents, staff and community members.
Teach social and emotional skills (eg listening, negotiation, sharing, empathic responding) in all areas of the curriculum in all year levels;
Teach skills and understandings to promote cyber safety and for countering harassment, aggression, violence and bullying;
Teach skills and understandings related to personal safety and protective behaviours;
Teach strategies for social inclusion through a Student Social Skills Program;
To follow up on all incidents of bullying, recording and passing on the information to the principal;
Principal to record all incidents of bullying and action taken;
Principal to follow up on all serious forms of bullying, including interviewing the victim and perpetrator, as well as their parents;
Principal to follow through with consequences of bullying behaviour;
Provide opportunities for student ownership and decision making through a restorative process;
Provide an opportunity for a student forum, such as class meetings, SRC meetings, to discuss possible Bullying 'hotspots'

Students

To use the 'five step approach' to solve conflict with another student, as developed and since endorsed by the Student Leaders of 2010;
To enact the role of a by-stander to assist in the prevention of bullying amongst peers;
To practice the skills taught in the Social Skills Program – ensuring the right to keep others' safe.

Parents/Guardians

Support their child by using active listening skills;
Support their child in developing self-management skills when dealing with conflict;
Follow school grievance procedure to inform of any ongoing or serious bullying incidents;
Work with the school to develop social skills and resilience with their children;
Follow school protocol when dealing with issues relating to another student;
Responsibly supervise their children when they are on the internet or using digital devices.

Model caring behaviour and tolerance when interacting with students, staff, parents and community members at school.

Strategies Our Saviour Lutheran School will use to Prevent Bullying Incidents

Talk regularly and openly about bullying behaviour.
Teach lessons that promote self-awareness, self-esteem, networking, tolerance, social skills, positive self-talk, resilience and assertiveness by using a variety of appropriate programs.
Emphasise the role of bystanders/onlookers as a powerful anti-bullying group.
Support all people involved in the incidents of bullying and provide an environment to promote change.
Promote anti-bullying through lessons, parent newsletters, displays etc.

Consequences for Breaches of Standards of Behaviour

All forms of Bullying will be taken seriously. Consequences of Bullying Behaviour will be as outlined in the Behaviour Support Manual. The process of Restorative Practices will be used in managing Bullying Behaviour, enabling both the perpetrator and victim an opportunity to understand the effect of their behaviour (empathy) and be a part of the restorative process. The principal will reserve the right to discipline in the manner seeming fit for the offense. Where repeated occurrences of bullying occur, internal/external suspension may result; in extreme cases where no remorse is shown, exclusion/expulsion may result.

Procedure for Reporting Incidents of Bullying Behaviour

Students need to approach their classroom teacher to discuss any concerns they may have regarding another student so that the teacher can deal with it on a pastoral care level;
Serious cases of bullying behaviour witnessed by a staff member will be referred to the Principal via an Incident Report;
All serious claims of bullying will be directly followed up by the Principal or Assistant Principal, contacting the parents/guardians of all involved;
In the case of a formal complaint made against a staff member, a formal investigation will be conducted as per the OSLS Workplace Conduct Policy 2014;
In line with the current Child Safe Policy, incidents will be treated in accordance with policy and logical consequences will be implemented;
All reports of bullying will be recorded and filed with the Principal for future reference;
All reports made will be treated with confidence, respecting the needs of the complainant.



OUR SAVIOUR LUTHERAN SCHOOL

DIGITAL TECHNOLOGIES – CyberSafe POLICY

RATIONALE

Digital Technologies are recognised by the school council as an essential aspect of school operations. They are in a state of constant change as technologies emerge and are driven by the need to be flexible, adaptive and appropriate for education.

The Internet and Digital Technologies have the potential to bring great benefits to the teaching and learning programs within the school and its effective operation. However, these technologies also present potential risks to the staff, students and parents within the school community.

In its Duty of Care to students and staff, the school is obligated to do all it can to ensure the provision of safe educational, working and social environments. CyberSafe strategy promotes acceptable practices when utilising digital technologies.

The utilisation of the school network and its associated digital technologies (hardware, software, peripherals and Internet) is to facilitate the delivery of curriculum and all things related to supporting it. This includes the use of technologies in; Curriculum development, research, procurement, human resources management, finance and administrative services, general School operations, marketing and promotions, training and professional development. As technologies are utilised in all these activities the CyberSafe policy is outworked by all persons attending, working or visiting within the school environment.

AIMS

To create and maintain a cyber safe culture that reflects a positive learning environment and experience which is in keeping with the values of the school.

POLICY IMPLEMENTATION

The CyberSafe Policy is implemented to facilitate a safe and productive environment for students and staff of the school to utilise technologies and access the Internet. The implementation of the policy covers:

- Unacceptable Use of Technology;
- User Agreements; and
- Breach of Procedures.

POLICY IMPLEMENTATION

User Agreements

All persons working within the school environment are subject to operating under a school User Agreement, that is, a contract that legally binds them to abiding by the CyberSafe policy and its associated procedures.

A standard User Agreement outlines the requirements for Internet use and the use of technologies whilst operating within the school environment. It applies to students, teachers, support staff, senior management, other staff in various departments, visitors and contractors.

No person shall be able to utilise school technologies, access the internal network or the Internet from school access points without having signed a school User Agreement.

Unacceptable Use of Technology

The following is a list of what is considered by school to be the unacceptable use of technology:

- Bullying, defaming or harassing individuals through messaging, emails, posting of blogs, wikis and/or images on web based sites.
- Accessing and distributing pornography or other offensive materials.
- Unlawful activity such as hacking the accounts of other users, accessing passwords, and transgressing school protective measures.
- Unauthorised use or publication of individuals and organisations.
- Spamming, bulk emailing.
- Gaming and gambling activities.
- Participation in computer games that fall outside the scope of curriculum.
- Online trading.
- Loading unauthorised or unlicensed software.
- Downloading of materials that may include malicious software such as viruses.
- Breach of copyright.
- Bypassing the school's filtered Internet sites.

Breach Procedures

In the event that the CyberSafe policy and/or the User Agreement are breached then standard procedures shall be followed to address the individual incident. The procedure shall include:

- Reporting the breach.
- Investigating the incident.
- Provision of a statement from the individual allegedly involved in the breach.
- Recommendation(s) from the person undertaking the investigation.
- Decision from senior management or school Council.
- Record of actions undertaken (warning, disciplinary, counselling, dismissal etc).

POLICY MANAGEMENT & EVALUATION

Issues relating to the unacceptable use of technology, user agreement and breach procedures will be managed by the Principal. The CyberSafe policy will be reviewed as part of the school's three-year review cycle, or at times when the Principal believes that CyberSafe issues warrant a review.

Our Saviour Lutheran School

EXTREME WEATHER POLICY

RATIONALE

Our Saviour Lutheran School has a duty of care for students and staff. During days and periods of Extreme Hot Weather, students and staff need to be protected from dehydration, exhaustion, heat stress and high levels of UV radiation. Processes which reduce the impact of extreme hot weather conditions on students and staff may have to be implemented at short notice.

GUIDLING PRINCIPLES

The implementation of the Hot Weather Policy will be considered when weather conditions are identified by authorities as extreme. A combination of high temperatures, prolonged hot weather, high wind and high UV radiation contribute to extreme hot weather.

As a guide, when temperatures rise above 35°C in the warmer months, consideration will be given to the implementation of the policy.

All attempts will be made to exercise Duty of Care for students and staff.

Outdoor student activities and those which require exertion will be limited or cancelled depending on the conditions. This includes PE classes, camps, local excursions or excursions requiring long bus trips.

Activities requiring exertion or outdoor activity may be rescheduled to mornings.

Sun block cream will be made available to students at recess and lunch time and when students are outside during class time.

Students will be informed about methods of reducing heat stress, keeping cool and remaining hydrated.

Students will be advised not to sit under trees known to drop branches e.g. Eucalypts.

During recess and lunch times, air-conditioned class rooms will be made available to students and DVD's may be shown in the library or classrooms.

Shade environments have and will be provided in strategic areas around the school.

Resources from the Sports Medicine Association and Bureau of Meteorology will be accessed to monitor weather conditions and to help define "extreme" conditions.



Our Saviour Lutheran School

GRIEVANCE PROCEDURE—STUDENTS

RATIONALE

Students, as individuals or as groups, have the right to grieve matters which they deem to be unfair or unreasonable. While Our Saviour Lutheran School seeks to promote an environment that values communication, fair treatment and respect among the students and staff, times can arise when differences of values and goals may lead to circumstances that require a process for resolving these issues.

The purpose of this policy is to provide a structure for the resolution of grievances when an informal resolution is not possible or is deemed unsatisfactory.

PROCEDURE

Once an issue is realised, students are encouraged to step through the following procedure. At all times during this procedure it is acknowledged that the students' concerns must be voiced but, at the same time, the students are reminded of the importance to listen to what others have to say.

Problem Solving For Students

Step 1: Balanced

STOP, COOL DOWN, THINK

*Walk away, take a deep breath
or get a drink.*



Step 2: Principled

"POOCH"

Problem, Options, Outcomes,
Choice, How did it go?

Think about what the problem is. Listen. Consider the other's point of view. What can be done about it? Communicate clearly. Which outcome do you prefer? Did it work?



Step 3: Reflective

How do you feel about what happened?

Consider exactly how you feel and what makes you feel that way.



Step 4: Caring

Restoration

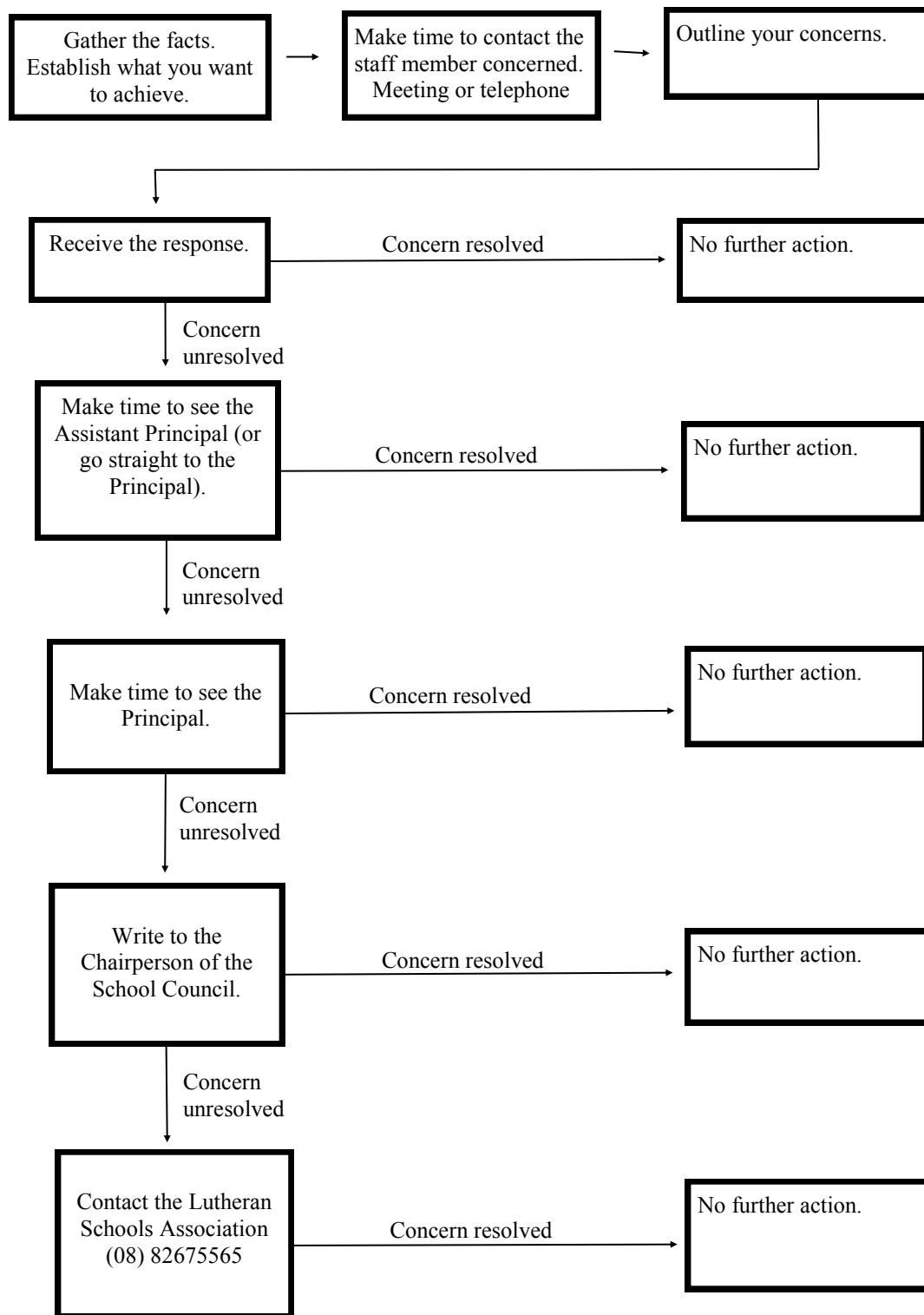
Working and praying together to make a better future.

- If any of these steps are not effective, students are encouraged to ask a senior student or staff member to help you through the steps.



Our Saviour Lutheran School

GRIEVANCE PROCEDURE—PARENTS



The above procedure is in line with the Grievance Procedure as set out by the Lutheran Schools Association.



Our Saviour Lutheran School

PARENT INVOLVEMENT POLICY

At Our Saviour Lutheran School we believe that educating children is a joint responsibility, with both parents and teachers working together for the benefit of students. The school seeks to encourage all parents to become a part of the school. We ask parents to observe the following:

CLASSROOM PARTICIPATION

There will be times in each teacher's class timetable when parent involvement is welcomed and greatly valued. Parents may negotiate suitable times with teachers. When helping in the classroom, we ask that the privacy of students be respected and their progress kept confidential.

BEHAVIOUR MANAGEMENT

No parent should be directly involved in behaviour management within the school. Any concerns parents have should be directed to the class teacher or Principal and not to the child or the child's parents.

ROLE MODELS

Students see staff and parents as role models; therefore we ask that all your actions reflect this.

ENQUIRIES

Teachers are always happy to discuss any individual parent's concerns however a mutually convenient interview time must be arranged beforehand.

For your assistance, any issues arising should be directed in the following way:

School Procedures/Rules	Class Teacher (If this is not possible then the Assistant Principal or the Principal.)
Spiritual Matters:	Community Carer (Spiritual matters may also be discussed directly with class teachers and/or the Principal.)
Curriculum Matters:	PYP Coordinator
Class Matters:	Class Teacher
Student Progress:	Class Teacher
Problems or Concerns:	Class Teacher (Problems and concerns are to be first raised with the Class Teacher. Following this it may also be necessary to speak with UP/JP Co-ordinator and/or the Principal.)
Confidential Matters:	Class Teacher and/or Principal
Enrolment:	Principal/Bursar
Financial Matters:	Bursar

As we wish to provide your child with the best learning experience, please do not hesitate discussing your concerns with us.

PARKING

Pick-up and Drop-off times are always hectic. This can create congestion in the car park. All parents and visitors are asked to be patient and courteous when parking and driving around the parking area and to observe a walking pace speed restriction.

All parents who park are to escort children to and from the school. It is dangerous to allow children to cross the carpark and/or road unassisted.

CHAPEL/ASSEMBLIES

Parents are encouraged to stay for chapel services/assemblies at any time.



OUR SAVIOUR LUTHERAN SCHOOL

Parent Code of Conduct

Rationale

Our Saviour Lutheran School welcomes community participation and values its input. Parents play a crucial role in the spiritual, academic, social, emotional and physical development of their children.

Aims

To empower students to manage themselves as socially competent global citizens by developing the IB Learner Profiles, Attitudes and our core value of compassion.

Learner Profiles: Inquirers, Open-Minded, Thinkers, Communicators, Caring, Risk Takers, Principled, Balanced, Knowledgeable, Reflective

Attitudes: Curiosity, Enthusiasm, Tolerance, Respect, Independence, Cooperation, Empathy, Appreciation, Integrity, Commitment, Determination, Creativity, Confidence

Implementation

- We expect all members of the Our Saviour Lutheran School community including parents and guardians to demonstrate our values, profiles and attitudes at all times within the school setting.
- As an International Baccalaureate school we encourage International Mindedness and work with you to develop your child's understandings that to give of one's best is what matters rather than the comparison of personal competencies and capabilities against those of others.
- All children, staff and parents have the right to feel safe at school. There may be times when you feel that the actions of another child or community member has infringed on your own or your child's rights. Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise because of perceived actions towards their own child. Such an approach may be seen as an assault on the child and may incur legal consequences.
- Bullying behaviour has no place and will not be tolerated. This is true for adult -to-adult, adult-to-child and child-to-child interactions.
- Behaving in an aggressive and/or threatening manner towards staff is not acceptable. All interactions between members of our community must be in keeping with the school's values.
- Instances of bullying must quickly be brought to the attention of teachers, the Assistant Principal or Principal with a view to achieving a fair and reasonable outcome for everyone.
- Always approach any situation in a spirit of cooperation, understanding and genuine partnership.

We attempt to resolve concerns through:

- Calm discussion between the parties directly involved whilst respecting the dignity of each and every person
- Actively listening to another point of view
- Following Our Saviour Lutheran School's Grievance Procedure

If the concern centres on classroom or curriculum:

- The first contact should always be with the classroom or specialist teacher by arranging a mutually convenient appointment.
- If a resolution is not reached then it is appropriate to involve the Assistant Principal or Principal with the aim of reaching a fair and peaceful solution.



Our Saviour Lutheran School

PRIVACY POLICY

This statement outlines the policy of Our Saviour Lutheran School on how the School uses and manages personal information provided to or collected by it.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

COLLECTION OF PERSONAL INFORMATION

The type of information the School collects and holds includes (but is not limited to) personal information, which may include sensitive information, about:-

- Pupils and parents/guardians before, during and after the course of a pupil's enrolment at the school.
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

This can take the form of:-

Personal information provided by you: The School will generally collect personal information held about an individual, by way of forms completed or amended by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and pupils provide personal information.

Personal Information provided by others: Sometimes the School may be provided with personal information about an individual from a third party, eg a report provided by a medical or other professional or a reference/report from another school.

Exception in relation to employee records: Under the Privacy Act the National Privacy Principles do not apply to an employee record. This Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and the employee.

USE OF PERSONAL INFORMATION

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Information from Pupils and Parents: The School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School, for purposes such as:

- To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after pupils' educational, social and medical wellbeing
- Seeking donations and marketing for the School
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

Learning Loving Laughing Living - Christ Centred Learning for Life

In some cases, where the request of information by the School of a pupil or Parent is not obtained, the School may not be able to enrol or continue the enrolment of a pupil. *Information from or in relation to Job applicants, staff members and contractors:* The School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be, for such purposes as:

- Administration of the individual's employment or contract, as the case may be
- Insurance
- Seeking funds and marketing for the School
- To satisfy the School's legal obligations, eg, in relation to child protection legislation.

Information pertaining to volunteers: Where volunteers assist the School in its functions or to conduct associated activities, to enable the School and volunteers to work together more collaboratively.

Information for the purpose of Marketing/Fundraising: Marketing and Fundraising for the future growth and development of the School are an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the School, may be disclosed to an organisation that assists in the School's fundraising eg the Parents & Friends Auxiliary, School Council Sub-committees etc.

Parents, staff, contractors and other members of the wider School community may from time to time, receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

DISCLOSURE OF PERSONAL INFORMATION

The School may disclose personal information, which may include sensitive information held about an individual to:-

- Another school
- DETE
- Medical practitioners
- People provided services to the School, including specialist visiting teachers and sports coaches
- Recipients of School publications, like newsletters, brochures etc.
- Parents, and
- Anyone you authorise the School to disclose information to.

Sending information overseas: The School will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the National Privacy Principles.

HANDLING SENSITIVE INFORMATION

Sensitive Information refers to information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual or family.

SECURITY OF INFORMATION

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

UPDATING INFORMATION

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. The School requests that people update their personal information held by the School by contacting the Secretary of the School at any time.

The National Privacy Principles require that the School not store personal information longer than is necessary.

CONSENTS AND ACCESS TO INFORMATION

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right as set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. If the information sought is extensive, the School may charge a fee to cover the cost of verifying, locating, retrieving, reviewing and copying any material requested.

The School respects every Parent's right to make decisions concerning their child's education. However there may be occasions when access to information by parents is denied where the release of the information may have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

Any requests for consent and notices in relation to the personal information of a pupil will be referred to the pupil's Parents. The School will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

If you would like further information, about management of the personal information the School holds, please contact the Principal.



Our Saviour Lutheran School

SCHOOL SPORT - CODE OF ETHICS & BEHAVIOUR

PLAYER'S CODE

- Play for the fun of it, not just to please your parents or coach and not just to win.
- Play by the rules.
- Never argue with the umpires' or umpire's decisions. Let your captain or coach ask any necessary questions.
- Control your temper – no "mouthing off" or throwing of equipment.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Be a good sport. Cheer all good play, for your teams' or your opponents.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take advantage of any player.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- Co-operate with your coach, team-mates and opponents, for without them you don't have a game.

PARENT'S CODE

- Do not force an unwilling child to participate in sports.
- Remember, children are involved in organised sports for their enjoyment, not yours.
- Encourage your child always to play by the rules.
- Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship.
- Never ridicule or yell at your child for making a mistake or losing a competition.
- Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- Do not publicly question the umpire's judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.

TEACHER'S CODE

- Encourage children to develop basic skills in a variety of sports and avoid over-specialisation in positional play during their formative years.
- Create opportunities to teach sportsmanship, just as you would in teaching basic skills.
- Ensure that efforts for both skill improvement and good sportsmanship are rewarded by praise and award presentations.
- Remember that players are also students so be reasonable in your demands on their energy and enthusiasm.

- Ensure that skill learning and free play activities have priority over highly structured competitions for very young children.
- Prepare children for school competitions by first providing instruction in the skills required.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.
- Help children understand the fundamental philosophical difference between the games they play and professional games shown on television.
- Help children understand the responsibilities and implications of the freedom to choose between fair and unfair play.
- Make children aware of the physical fitness values of sports and their lifelong recreational value.

COACH'S CODE

- Be reasonable in your demands on the young players' time, energy and enthusiasm. Remember that they have other interests.
- Teach your players that rules of the game are mutual agreements which no-one should evade or break.
- Group players according to age, height, ability and physical maturity whenever possible.
- Avoid over-playing the talented players. The "just average" players need and deserve equal time.
- Remember that children play for fun and that winning is only a part of competition. Never ridicule or yell at the children for making mistakes or losing a competition.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
- Develop team respect for the ability of opponents, as well as for the judgement of umpires and opposing coaches.
- Follow the advice of a doctor in determining when an injured player is ready to play again.
- Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

SPECTATOR'S CODE

- Remember that children play organised sport for their own fun. They are not there to entertain you and they are not miniature professional athletes.
- Be on your best behaviour. Don't use profane language or harass players, coaches or umpires.
- Applaud good play by your own team and the visiting team.
- Show respect for your team's opponents. Without them there would be no game.
- Never ridicule or scold a child for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the umpires' decisions.

Encourage players always to play according to the rules.



Our Saviour Lutheran School

SUNSMART POLICY

RATIONALE

Australia has a high rate of skin cancer. Practising sun protection in early childhood and adolescence could prevent many skin cancers.

This policy has been developed to ensure that students and staff are protected from over-exposure to the rays of the sun. These practices will be applied to all school activities including sports carnivals, excursions and camps. It is implemented throughout the school year.

OBJECTIVES

- To increase student and community awareness of skin cancer
- To assist students to develop strategies which encourage responsible decision-making about skin protection
- To work towards a safe school environment
- To encourage, students, parents, teachers and staff to wear protective clothing, hats and sunscreen during high-risk times
- To ensure that parents are informed

IMPLEMENTATION

Students and staff are encouraged to wear sun protective hats that shade the face, neck and ears during recess, lunchtime and during sporting and other high-risk activities. They should apply broad-spectrum water-resistant sunscreen before and during all outdoor activities.

Our Saviour Lutheran School staff will:

Model best Sunsmart practice to the children.

Adhere to our No Hat, No Play policy- i.e. students who are not wearing a hat are restricted in their play to the shade areas of the school. This will be advertised in the school newsletter, at assemblies and in the classroom.

Provide sunscreen with a SPF30+ in classrooms for student use during outdoor events e.g. sports sessions, swimming lessons, playtimes during Terms 1 and 4. Students may bring their own sunscreen from home, if desired.

Children undertaking swimming activities will be required to wear a t-shirt or rash vest.

Incorporate sun protection and skin cancer prevention programs into the appropriate Key Learning Areas of the School Curriculum. On days of excessive heat, students will be kept indoors during playtimes.

SCHOOL COUNCIL WILL

Implement a program of planting and protecting shade trees on our playground.

Maintain and extend the solid shade areas outside classrooms and around the buildings. Provide shade cloth structures over play equipment e.g. sandpit, junior and senior equipment



Our Saviour Lutheran School

UNIFORM POLICY

All students must wear the school uniform **while at school and when travelling** to and from school, except when special permission is given otherwise. The school would like to have the full co-operation of parents in ensuring that our School Uniform is worn correctly.

In case of warm weather during Terms 2 and 3; children are permitted to wear summer uniform if the estimated temperature for that day is at least 22⁰ C. Similarly, in the case of cool weather in Terms 1 and 4, winter uniform can be worn if the estimated temperature is 22⁰ C or less.

ALL ARTICLES MUST BE CLEARLY NAMED

SCHOOL UNIFORM – GIRLS

Summer: *Worn in Terms 1 and 4*

Blue check regulation style dress no shorter than knee length
 Navy V-neck jumper with embroidered logo
 Plain white ankle socks covering the ankle; not anklet or knee highs, with no lace, trimmings or stripes of any colour
 Navy blue **school sandals** which may be worn with or without socks OR
 Plain low heeled, black leather **school shoes**
 School hat
Girls are encouraged to wear navy blue or black sports briefs under uniform

Winter: *Worn in Terms 2 and 3*

Regulation style Pinafore worn below the knee to mid-calf:-
 - Is compulsory for Reception to Year 2
 - Optional for Years 3 to 7
 Regulation style skirt worn below the knee to mid-calf; for Years 3 – 7
 Midford or similar, long sleeved or short sleeved light blue blouse with a peter pan collar
 Plain white ankle socks covering the ankle; not anklet or knee highs, with no lace, trimmings or stripes of any colour OR Navy blue tights
 Navy V-neck jumper, with embroidered logo
 Plain low heeled black leather **school shoes**
 School Hat

Jewellery:

Watch
 Crucifix or cross on chain around neck
 One pair either plain silver/gold plain sleepers or plain studs – no coloured stones. One earring per ear, worn in lower ear lobe

Hair:

To be worn off the face (including long fringes) with plain clips, headbands, ribbons, scrunchies or hair ties in yellow, light blue, dark blue or school fabric which matches the corresponding uniform.

Long Hair: Hair longer than shoulder length must be tied back

Hair Colour: If hair is artificially coloured, natural tonings only permitted

SCHOOL UNIFORM—BOYS

Summer: *Worn in Terms 1 and 4*

Midford or Surrey Grey knee-length regulation shorts
Short sleeve mid blue Jack shirt with band at waist, embroidered logo on pocket
Blue banded grey socks
Navy blue **school sandals** which may be worn with or without socks OR
Plain low heeled, black leather **school shoes**
Navy V-neck jumper with embroidered logo
School hat

Winter: *Worn in Terms 2 and 3*

Midford or Surrey long grey melange trousers with double knees
Long sleeve or short sleeve mid blue Jack shirt with embroidered logo on pocket
Plain grey socks
Plain low heeled, black leather **school shoes**
Navy V-neck jumper with embroidered school logo
School Hat

Jewellery:

Watch
Crucifix or cross on chain around the neck
One pair either plain silver/gold plain sleepers or plain studs – no coloured stones.
One earring per ear, worn in lower ear lobe

Hair:

To be worn off the face and collar. If clipped, no shorter than a number 3 blade
Hair Colour: If hair is artificially coloured, natural tonings only permitted.

SCHOOL BAG

It is compulsory for all students to use an Our Saviour Lutheran School Bag as part of their school uniform. Both the old style and new style bags are acceptable.

SPORTS UNIFORM - BOYS AND GIRLS (SUMMER & WINTER)

- Navy sports shorts with embroidered school initials on cuff
- Blue with yellow striped polo shirt with school logo, in short or long sleeves
- Navy School tracksuit with cuff (Winter)
- Plain white ankle socks covering the ankle; not anklet or knee highs, with no lace, trimmings or stripes of any colour
- Sports sneakers predominantly white, as plain as possible, expensive name brands not encouraged
- School Hat
- Girls – (optional) navy pleated sports skirt worn with navy blue or black sports briefs

**Photographs of students in full uniform are available for
viewing in the school uniform shop.**



Our Saviour Lutheran School

VOLUNTEERS POLICY

GENERAL STATEMENT

“ At Our Saviour Lutheran School, we believe that educating children is a joint responsibility, with both parents and teachers working together for the benefit of students. The school seeks to encourage all parents to become part of the school.”

From, Parent Involvement Policy.

Frequently, volunteers are called upon to share their God-given talent, skills and expertise for the benefit of our children. This may include assistance in the classroom, LAP tutoring, sports coaching, helping on class sleepovers / camps and any number of other activities. At Our Saviour, we value greatly the significant contributions to the school community that volunteers freely provide. These complement and enhance school programs and thus provide a wider range of interactions and experiences for students.

VOLUNTEER SELECTION PROCEDURE

A 'Volunteers Details Form' is to be completed by prospective volunteers.

Generally, people who volunteer to be of assistance to the school and are known to the staff will be accepted as volunteers for the majority of school run activities.

Lutheran Schools Association's policy statement, 'A Safe Place for All', requires that any volunteer who may be placed in unsupervised situations where they are working or dealing with students individually or in pairs is required to agree to a police check (no cost involved) as well as attending 'Valuing Safe Communities' session with the Principal (approx 120 minutes).

From time to time, induction training is offered by Principal / staff / out of school training providers and volunteers are encouraged to avail themselves of these offerings. All volunteers need to be aware of the school's Aims and Philosophy, Parent Involvement Policy, 'A Safe Place for All' policy and Work, Health and Safety procedures as outlined in the Parent Handbook.

Volunteers and parents alike will appreciate that this policy is instigated for the benefit and welfare of both students and volunteers.



Our Saviour Lutheran School

WORK HEALTH, SAFETY & POLICY (EXTRACT)

To comply with current government legislation, Our Saviour Lutheran School has adopted a number of Work, Health and Safety (WHS) policies. Many of these policies directly concern the parents of our school and parents need not only to be aware of the policies but have access to, understand and comply with them. Contained below are a number of policies that directly concern parents; please read them and then complete the return slip and forward it to the school office. If you have any questions regarding these policies, please direct them to the school office or the Principal. A complete book of WHS policies is available for parents to peruse in the school office.

All visitors to Our Saviour Lutheran School must sign the relevant Work, Health and Safety Sign In Book held in the School office:-

- Classroom Visitors
- Working Bee participants
- Canteen volunteers
- Sporting function assistants
- Extra curriculum volunteers (e.g. Sports Day etc.)

Reference: *Appendix 3b3bA OSLS Happy Valley Inc. WHS Policies and Procedures.*

WHS policies is available at the School Office. The complete book contains:

- General Statement of Policy
- Accident/Injury/Near Miss/Reporting procedures
- Emergency and Evacuation
- First Aid
- Hazardous Substances
- Hazard Investigation and Reporting
- Information, Training and Supervision
- Introducing New Plant, Equipment/Machinery Materials and Processes
- Manual Handling
- Rehabilitation
- Safety Audit
- Smoking
- Stress Management
- Terms of Reference for the Safety Committee
- UV Protection
- Working Alone

GENERAL STATEMENT OF POLICY

Our Saviour Lutheran School seeks to ensure, so far as it is reasonably practicable, that employees, voluntary workers, invitees, contractors and sub-contractors are safe from injury and risks to health while on school premises or involved in school activities.

In particular, the school is committed to meeting the standards required by the Work, Health, and Safety Act and its Regulations, Approved Codes of Practice, and by Common Law.

To achieve these objectives the school requires the active co-operation of all persons involved with the school in establishing and maintaining the highest possible health and safety standards.

CONTRACTORS, SUB-CONTRACTORS, VOLUNTEERS AND INVITEES

These people shall take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions. They shall not recklessly or intentionally interfere with, or misuse anything provided in the interests of health and safety. A failure to comply with legal requirements, specific instructions related to health and safety, or the school's health and safety practices and procedures will result in immediate removal from school premises, and such other action as may be appropriate.

They shall be supplied safety equipment (wherever required) in the correct manner; maintain their workplaces in a well kept and orderly condition; report immediately any unsafe conditions or equipment to the principal or to persons delegated by the principal; report to the principal or delegated person any injury sustained no matter how minor as soon as the injury becomes apparent; ensure that they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other persons at work.

This policy will be reviewed every three years. The relevant contents of this policy will be brought to the attention of all staff, volunteers, invitees, contractors and sub-contractors.

FIRST AID

All persons requiring first aid will report to the Principal. Those in charge of sports teams, working in isolated locations, outdoor education and on camps are responsible for ensuring that a first aid kit is readily accessible to all persons involved in these activities.

EVACUATION OF BUILDINGS

Evacuation of building, if undertaken, will be carried out according to standard fire safety practices. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be intermittent electronic signal. All persons are to evacuate according to the evacuation map at each exit point and proceed to the grassed area immediately upon hearing this signal. Emergency evacuations and incursions will be practiced several times per year.

HAZARDOUS SUBSTANCES

All substances are to be used in accordance with the relevant Material Safety Data Sheet (MSDS). Where a substance is brought onto the site it is the responsibility of the person supplying or using the substance to ensure that it can be used without risk of injury to any person present or likely to be present whilst a risk of injury due to the substance exists. Where a hazardous substance requires by law that regular biological monitoring be undertaken (that is blood, urine or lung function testing) then that substance will not be used in the school. Where it is likely that installed Asbestos is present in the area of the intended work, persons must, prior to commencing work in that area consult the Asbestos register and sign it in the place provided.

WORKING ALONE

Persons using Our Saviour Lutheran School Happy Valley Inc. when alone, whatever the time of day, should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

SMOKING

All existing employees, applicants for employment and persons who use the buildings for social purposes are advised that, at Our Saviour Lutheran School., the buildings are a smoke free environment at all times.

The grounds of Our Saviour Lutheran School are smoke free at all times.

PLANT AND EQUIPMENT

It is the policy of Our Saviour Lutheran School that before introducing any plant, equipment, machinery, materials or processes any hazards that may be associated with such, shall be identified and assessed. Control measures to eliminate the risks to health, safety and welfare of those who will use it, safe operating procedures and appropriate training shall be put in place in consultation with the Principal and/or the Health Safety and Welfare Committee before any plant, equipment, machinery or material is purchased or processes are commence

The 5 Step Approach

