Timboon P-12 School Staff Handbook 2013

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. (2013-206 Strategic Plan)
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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.

Supporting Documentation
Policies and Programs booklet
Emergency Management Plan
School Strategic Plan
Annual Implementation Plan

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 500 students, 41 teaching staff supported by another sixteen non teaching staff.

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 eight, the school strives to provide a common curriculum in the Learning Areas of: The Arts, English, Languages Other Than English (LOTE), Personal, Physical and Social Learning, Mathematics, Humanities, Science and Information / Communication Technology. At years nine and ten students have core subjects in English, Maths, Science and History 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: Advance, Reading Recovery, Bike Education, Perceptual Motor Program (PMP), Instrumental Music, a comprehensive excursions, camping, outdoor education and sports program, student production and performance through musicals, comprehensive Careers, Managed Individual Pathways and Work Education programs, and strong participation in State and National curriculum competitions. Historically the school has been at the forefront of innovation and being involved in MYRAD, the Leading Schools program, Performance & Development Reference School and the Shine television promotional campaign. A 2.5 million school/community library building was opened in December 2010. The school is actively seeking support for the construction of new buildings as planned as part of the Building Futures program.
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, art/craft complex 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 is embarking on a BYOD program to support the extensive use of technology. The school also shares the Library and the Sporting Complex with the community. An Agriculture precinct was established in 2012 and a focus on linking the curriculum to Ag studies is in the early stages of development.

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. Roles statements are available from the T-drive

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

Supporting Documentation
Professional Recognition 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.
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.

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 web site. 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.

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.
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
Timboon P-12 School Staff Handbook

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 Sean Fitzpatrick 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 certificfe 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

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 differences and learning styles

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 and persistence

Promote mutual tolerance and respect for people and property

Model appropriate behaviour consistent with classroom expectations

Promote self-esteem, confidence and self worth

Communicate clear goals, expectations and learning styles to students
Timboon P-12 School Staff Handbook

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 staff at Timboon P-12 School are required to follow the School’s Charter, specific role statements, documented policies and programs and the DEECD “Teaching Service Orders 1998 No 165”. Non-teaching staff are expected to work within the above Code of Practice. In addition, relevant statutory provisions guide other DEECD employees.
School Council and DEECD employees will work within the conditions of their employment agreements and job description.

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 are asked to complete a PD application for 2013s 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
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
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.
Timboon P-12 School Staff Handbook

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.

Supporting Documentation
Professional Development policy 2.8

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.
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/card 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, birthday cakes and morning teas and washing powders. 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 should 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 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
Detention Duty Information
Procedures for Dealing with Disruptive Students P-6
Late Pass Procedures
Time Out Room Flowchart
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 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 Detention
Placement on an attendance record or behaviour report
Parent contact
Time Out
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 DEECD guidelines if disruptive or dangerous behaviour continues or where an immediate response is needed to a serious incident
Expulsion in line with DEECD guidelines

Supporting Documentation
Student Code of Behaviour
Engagement and Wellbeing Policy
Detention Duty Information
Procedures for Dealing with Disruptive Students P-6
Time Out Room Flowchart
Rights and Responsibilities Policies
DEECD 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.
If there is any suspicion that a spinal injury could have 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.

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Ref: Medical Intervention Flow Chart

2.4 DVD/VIDEO VIEWING

Staff should be aware of current copyright regulations. Hired videos/dvd’s are not to be shown for profit or to entertain students but rather for giving instruction. This means that videos/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 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 3.20
ORGANISATION

3.1 BELL TIMES

MONDAY, TUESDAYS, WEDNESDAYS, FRIDAYS

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Duration minutes</th>
<th>Time</th>
<th>Event</th>
<th>Duration minutes</th>
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<tbody>
<tr>
<td>8:55</td>
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<td></td>
<td>9:00*</td>
<td>form assembly. Thurs -</td>
<td>8</td>
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<td></td>
<td>school starts, Rolls, notes,</td>
<td>10</td>
<td>9:00</td>
<td>Assembly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lunch baskets</td>
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<td>9:08</td>
<td>change over</td>
<td>3</td>
</tr>
<tr>
<td>9:10</td>
<td>session 1</td>
<td>50</td>
<td>9:11</td>
<td>session 1</td>
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<tr>
<td>10:00</td>
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<td>session 2</td>
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<tr>
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<td>10:50</td>
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<tr>
<td>11:18*</td>
<td>music</td>
<td>11</td>
<td>11:18*</td>
<td>session 3</td>
<td>48</td>
</tr>
<tr>
<td>11:20*</td>
<td>session 3</td>
<td>50</td>
<td>11:20</td>
<td>session 3</td>
<td>48</td>
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<td></td>
<td></td>
<td></td>
<td>12:08</td>
<td>change over</td>
<td>3</td>
</tr>
<tr>
<td>12:10</td>
<td>session 4</td>
<td>50</td>
<td>12:11</td>
<td>session 4</td>
<td>48</td>
</tr>
<tr>
<td>1:00*</td>
<td>lunch</td>
<td></td>
<td>12:59</td>
<td>lunch</td>
<td></td>
</tr>
<tr>
<td>1:25*</td>
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<td>1:48*</td>
<td>music</td>
<td>1:46</td>
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<td>locker bell</td>
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</tr>
<tr>
<td>1:50*</td>
<td>session 5</td>
<td>50</td>
<td>1:51</td>
<td>session 5</td>
<td>48</td>
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<td>dismiss</td>
<td></td>
<td>3:30</td>
<td>dismiss</td>
<td></td>
</tr>
</tbody>
</table>

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

3.2 ASSEMBLIES

7-12 Campus

Form Assembly

Held on Monday, Tuesday, Wednesday and Friday mornings 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 Thursdays. All staff are expected to attend assemblies. 7-12 assemblies are held each week in the school hall and P-6 assemblies every second week. Subschool assemblies are conducted by Assistant Principals, School Captains and Primary classes. P-12 Assemblies are held several times a year and take place at the P-6 campus. These are run by the Principal with School Captain support.
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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 policy 3.21 and the supervision roster
Teachers are to complete supervision duty as per roster
All students are the responsibility of all teachers
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 loose 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. In the event of cold or inclement weather, a classroom will be provided for year 7-10 students. Food is not to be eaten in this room. Supervising staff are asked to ensure that this room is used appropriately

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
Timboon P-12 School Staff Handbook

Class teachers need to inform a member of the Principal class or a subschool leader of 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
- Time Out Room Flowchart
- Late Pass Procedures
- Supervision Policy 3.21

3.4 CAMPS AND EXCURSIONS

Teachers should familiarise themselves with Camps policy 2.1, Timboon P-12 School Swimming regulations and Excursion policy 2.5.

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 DEECD three weeks prior to the activity. If insufficient time is allowed to gain School Council and DEECD approvals, camps and adventure activities will need to be cancelled.

A First Aid kit and mobile phone should be taken on excursions and camps.

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 2.1
- Excursion Policy 2.5
- Sunsmart policy 3.20
3.5 SWIMMING
Written approval must be obtained for all students attending swimming
Only teachers with Austswim qualifications are to teach students in the deep water section of the pool i.e. past the first ladder
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
Timboon P-12 School Swimming Regulations
Camps policy 2.1
Excursions policy 2.5

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)

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 role of the committee is to advise the Principal on matters relating to the general operations of the school
Timboon P-12 School Staff Handbook

The agenda 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
Timboon P-12 School Consultative Committee

Leadership Team Meeting
The Leading Teacher and Principal class officers will meet regularly 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)
The Subschools meet as per calendar

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
Duty students are to take rolls to rooms for marking in session 5 each day and session 1 on a Thursday. 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. They will then make contact with the parent to seek an explanation
At the end of each term, an Unexplained Absence form for each student is to be sent home for signing by a parent

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 appropriate Sub School leader is to be informed. They will then make contact with the parent to seek an explanation
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)- May be reinstated in 2012
Student Bank Day is Wednesday
Teachers should collect all student passbooks, place them in a linen bag and deliver to the large linen bag in the office prior to 9:30am
Passbooks and linen bags will be returned later in the week

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 shelter 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
Policy 3.4 Buses
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
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, E staff room, Art complex G and Library D.
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.
Students are not to use photocopiers and are not permitted in photocopier rooms
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

3.16 FACILITIES - MAINTENANCE AND MINOR WORKS, OCCUPATIONAL HEALTH AND SAFETY, COMPUTERS AND ROBOTICS.
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 form
Supporting Documentation
Maintenance Requirement forms
Computer Maintenance
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 often emailed to staff. This is indicated on the staff Bulletin with an (E)

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 edusage 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 DEECD 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 service3 to provide management advice and support to principals and managers.
The contact number for these services is: 1800 337 068. Questions about any other support services provided by the Employee Health Unit can be directed to the unit on 96372460

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)

5.1 Telephone System
5.2 Security System Information
5.3 Swimming regulations
5.4 Time Out Room Flowchart
5.5 Consultative Committee
5.6 Bus Duty Arrangements
5.7 Procedures for dealing with disruptive students in the years P-6
5.8 Detention duty
5.9 Maintenance Requirements
5.10 Protocol for the Granting of Leave
5.11 Dress Code
5.12 Report of Safety Hazard
5.13 Computer Maintenance
5.14 Responsibility Structure
5.15 Staff to Staff conduct
# Staff List

## 5.16 Staff List

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5.16 Mandatory Reporting

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**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

**Steps:**

1. **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.

2. **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

3. **MAKING A REFERRAL TO CHILD FIRST**
   1. Contact your local ChildFIRST provider.
      - See over for contact list for local Child FIRST phone numbers.
   2. Have notes ready with your observations and child and family details.

4. **MAKE A REPORT TO CHILD PROTECTION**
   1. Contact your local Child Protection worker provider immediately.
      - See over for contact list for local Child Protection phone numbers.
   2. For After Hours Child Protection Emergency Services, call 131 278.
   3. Have notes ready with your observations and child and family details.

*Non-mandatory 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 Protect 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, sexual abuse, Family Violence and Victoria Schools.

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