



APPLICABLE TO	All Staff and Students
DOCUMENT OWNER	Assistant Principal – Community and Wellbeing
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RELATED DOCUMENTS	Procedures for Pastoral Care and Wellbeing 2017 <b>Procedures for Serious Student Misbehaviour 2017</b> <b>Policy for Anti-Bullying 2017</b> <b>Complaints and Grievances Resolution Policy 2013 (CSO)</b> <b>Pastoral Care and Wellbeing Policy 2013 (CSO)</b>

## Purpose

St Paul's Catholic College endeavours to provide for each member of the community – students, families, staff and clergy – the experience of high quality interpersonal relationships of care and support. Such relationships have a significant positive affect on each person's sense of self-worth, belonging and well-being. Each member of the community participates to some degree in pastoral care, just as each is a recipient of pastoral care.

St Paul's Catholic College is committed to the principles and legal requirements of the Safe Schools legislation. As such, all social media activity conducted within the College must align with St Paul's Catholic College being a Safe School for all.

## Policy Statement

This policy has been revised to incorporate the popularity of social media and mobile phones and to reflect the need to assist students to build awareness that a more limited use of mobile phone technology can positively affect their learning, their self-esteem and their relationships.

Students are expected to use mobile phones for appropriate purposes that complement the educational purposes of the College.

All students are to abstain from the inappropriate use of personal mobile phones and social media whilst engaged in the classroom or while on other educational activities. Inappropriate use is deemed to be use that is of a personal nature that is not a direct part of the educational activity at that time.

This includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the phone during classes or during other supervised educational activities.

The Governance of this policy rests with the whole staff and Principal with support from the College Executive, Assistant Principal Welfare and Coordinators.

The Management of this policy rests with the Assistant Principal Welfare who along with the Student Coordinators and Welfare team administer the pastoral care and wellbeing throughout the College. This applies to both students and professional development for staff and parent body.

## Definitions

**Appeal** An impartial, determinative process available to all parties to a complaint wherein an independent person reviews both the way in which the complaint management process has been conducted and the integrity of its outcome(s).

**Complaints management** An established system of responding to and handling complaints and suggestions regarding matters causing dissatisfaction or concern.

**Confidentiality** Protection given to the non-disclosure of things said and one; an ethical duty held by persons to ensure that matters are held to be private and in confidence between themselves and others.

**Due diligence** The care taken by a reasonable person to ensure that others do not suffer unnecessary harm or disadvantage; the obligation bestowed upon a person to act responsibly, efficiently and prudently in the carrying out of his or her duties.

**Duty of care** A legal requirement that a person exercise a reasonable standard of care toward others in order to protect them from unnecessary risk of harm; professional duty of care exists at a level higher than that placed upon a member of the general public.

**Grievance** A real or imaginary wrong causing resentment and regarded as grounds for complaint a feeling of resentment or injustice at having been unfairly treated

**Impartial** Responding to all persons equally, free of bias and with no preconceived opinion; taking no personal advantage from espousing either side of a disagreement or conflict.

**Inclusivity** Respectful, supportive and equitable school communities. All embracing.

**Mobile Phone** Personal Mobile Phone/Personal Communication Device belonging to a student of the College used for the purposes of voice, video, photo or text messages.

**Privacy** The extent to which a person can determine which personal information is to be shared with whom and for what purpose; a legally bestowed principle that ensures that certain information remains protected from disclosure.

**Procedural fairness** An obligation placed upon organisations and persons making decisions affecting the rights and welfare of others to engage in decision-making with due diligence, transparency and without bias. Procedural fairness affords certain rights to persons including the right to know of matters alleged, the right to respond and the right to appeal decisions made.

**Restorative Practice** The overriding principle of all our interaction is that we strive to restore relationships: holding parties accountable with the aim to repair any harm that may have been done.

**Social Media** Refers to all social networking sites like Facebook, Twitter, LinkedIn, snapchat, YouTube and Instagram et. al.

## Guiding Principles

**Student behaviour education and pastoral care – a whole-of-school responsibility.** A Catholic school's provision of positive behaviour education and behaviour management skilling of students ought to be pastorally driven, comprehensive, and whole-of-school in nature. An appropriate model is the Safe Schools Framework. The focus and intended outcome is personal resilience, the mode is prevention and primary intervention, and the application is to the College community as a whole, and to each member of the College community individually. It is within such a positive and broad framework that a school's student behaviour management processes for individual cases ought to be formulated.

**Pastoral care for the whole College community – the Principal/Assistant Principals' responsibility.** The Principal and the Assistant Principals have responsibility for ensuring that pastoral care is extended to all members of the College community. Because student wrongful behaviour can have an adverse effect on the wellbeing of students, staff members and others, the proper exercise of pastoral care requires the Executive to ensure a just and reasonable balancing of the rights, needs, obligations and wellbeing of all concerned. In addition, the Executive will sometimes need to authorise action beyond the College's formal student behaviour management procedures, based on knowledge of the particular issues and local realities, and guided by principles that include justice, respect, compassion, personal and communal safety, health, and duty of care.

**Student connectedness and engagement.** An essential element of human wellbeing is the experience of belonging, of being connected to others in a community, being accepted and valued, and being positively involved and engaged within a community. For the wellbeing of students, their College must provide them with such an experience. It follows that, when St Paul's is addressing student behaviour that is judged inappropriate or wrongful, behaviour management processes which ensure that the student remains engaged and connected with College activities and the College community are to be preferred to those that disengage the student. It is the culture at St Paul's that processes that disengage not be applied unless other options are clearly not appropriate. Disengagement and disconnection are potentially harmful of student wellbeing.

**Restorative practices.** The philosophy of Restorative Justice and Restorative Practices informs a positive and formative approach to student behaviour management. A commitment to Restorative Practices has as its aim the promotion of resilience in the one harmed and the one causing harm. Restorative measures help students learn from their mistakes, grow in self-discipline, take responsibility for their actions, recognise the impact of their actions on others, and reconcile and resolve conflict with others.

**Student Rights and Responsibilities.** The College community is expected to show respect to others, including members of the College community. Members of the College community are also expected to give due respect to the reputation and good name of the College.

When using social media and mobile phones, it is expected that students:

- Respect the rights and confidentiality of others;
- Do not impersonate or falsely represent another person;
- Do not bully, intimidate, harass or threaten others;
- Do not make defamatory comments;
- Do not use obscene or offensive language towards others;
- Do not post content that is hateful, threatening, and pornographic or incites violence against others;
- Do not harm the reputation and good standing of St Paul's Catholic College or those within its community;
- Do not use excessive criticism to portray a person as socially, mentally, physically or intellectually inferior as a prohibited behaviour;
- Do not post pictures or images of members of the St Paul's Catholic College without permission.

All reports of cyber bullying and other technology misuses will be investigated and may result in a notification to Police where the College is legally obliged to do so. Students must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by Police over which the College will have no control.

## Scope

The Scope of this policy is to set standards of behaviour for the use of social media and mobile phones that are consistent with the broader values and expectations of the St Paul's community.

This policy is designed to prepare students for life in the workforce where workplace standards regarding the use of social media and mobile phones affect the employability of employees.

## Responsibilities

**The Principal** is responsible for communicating, administering and managing this policy with staff, students and families.

The Principal will review the information from the Assistant Principal (or College Executive where relevant) will promote initiatives that promote the pastoral care and wellbeing of students at St Paul's High School.

**The College Executive** (Principal, Assistant Principals, Ministry Coordinator, Administration Coordinator, Elected Staff Representatives) will advise the Principal where relevant on student matters and initiatives.

**The Assistant Principal** will work with the relevant Coordinator and discuss the issue and relevant aggravating and mitigating factors of the student's actions. The Assistant Principal is also charged with the strategic planning of pastoral care and wellbeing at St Paul's.

**The Student Coordinator/Studies Coordinator** will investigate the issue and liaise with the relevant students and their families

## Budget

Financial matters that need to be taken into consideration are the expenses associated with funding welfare initiatives across all Year Levels and the costs associated with Staff Professional Development and implementing the Wellbeing Strategic Plan.

## Legislative/Professional Guidelines

- Children and Young Persons (Care and Protection) Act 1998(NSW)
- Disability Discrimination 1992
- Disability Standards for Education (2005) and Guidance Notes (2005), revised 2012.
- Australian Education Act 2013
- NSW Government, Keep Them Safe Online Mandatory Reporting Guide (2013)
- National Professional Standards for Teachers (2011).