

# International Students Information Handbook 2022



**International Student Coordinator:**

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## INTRODUCTION

Welcome to East Doncaster Secondary College. Please read this Handbook carefully as it contains some very important information.

International Students at East Doncaster Secondary College need to adhere to the conditions of enrolment as set out by the:

Australian Department of Home Affairs (DHA)

<https://www.homeaffairs.gov.au/>

Victorian Department of Education and Training

<https://www.study.vic.gov.au> and

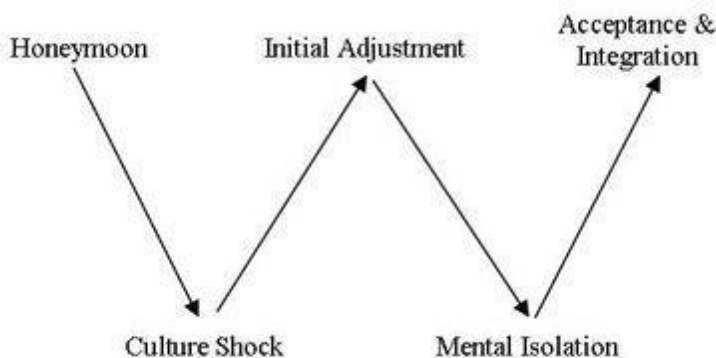
The school policy of this College

<http://www.eastdonsc.vic.edu.au/policy-documents>

International students may experience difficulties adjusting to a new climate, food, accommodation, transportation and different safety issues. It is normal to feel sad, scared, confused, nervous and lonely at first, especially for students who have moved away from their family and close friends for the first time.

Learning to adapt to a new environment can be difficult but it can also be exciting so observe how things are done here. Take the time to learn about the culture and be part of it. Melbourne is a multicultural city. In time these feelings might change and you may start to gain confidence.

The 'W' curve illustrates this well:



Homestay provides students with the best possible way to experience Australian culture. Even an Asian homestay will provide you with facets of Australian life.

Adjusting to a new environment is difficult. It is important, therefore, to look after your health.

- Eat healthily (regular meals, good variety of foods, plenty of water, fresh fruit and vegetables)
- Exercise regularly (go for day time walks around your local area, play sport)
- Get enough sleep (minimum 8 hours). Go to bed early and get up on time!
- Have some fun. Don't spend all your time in your room. Live a balanced life.
- Let someone know if you are not feeling well.
- Tell someone if you are not coping/if you are homesick.

**Enjoy your time in Australia!**

## VISA CONDITIONS

International Students must follow all the Visa conditions set out by the Australian Department of Immigration and Border Protection. As stated on your visa, these are:

- 8105 Limited work
- 8202 Meet Course Requirements including attendance
- 8501 Maintain overseas student health cover
- 8516 Maintain financial capacity
- 8532 Approval of Welfare
- 8533 Inform Provider of Address

## DHA STUDENT VISA CONDITIONS

### **Working - condition 8105**

You cannot work more than 20 hours a week when your course is in session (other than work which has been registered as a part of the course). **Note:** No work limits apply during recognised periods of vacation offered by your education provider.

### **Satisfaction of attendance/academic requirements – condition 8202**

You must remain enrolled in a full time registered course. You **must** attend at least 80% of the contact hours scheduled for each term or semester of your course. You must have a satisfactory academic result for each term or semester. **Note:** if your course is shorter than one semester, then for the duration of the course.

### **Adequate arrangements for health insurance – condition 8501**

You must maintain adequate arrangements for health insurance during your stay in Australia.

### **Satisfying requirements of student visa - condition 8516**

You must continue to satisfy the requirements for grant of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.

### **Change of accommodation and general welfare arrangements – condition 8532**

You must maintain accommodation, support and general welfare arrangements that have been approved by your education provider if you:

- Have not turned 18
- Are not an AusAid student or a Defence student
- Are not staying in Australia with:
  - A parent
  - A custodian or
  - A relative who has been nominated by your parent or a custodian is aged at least 21 and is of good character

### **Notifying address, change of address, and change of education provider – condition 8533**

You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 7 days of the change. You must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

### **Condition 8303**

You must not become involved in any activities that are disruptive to, or in violence threatening harm to, the Australian community or a group within the Australia community.

Further information on visa conditions can be found on the DHA website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

## PERSONAL INFORMATION

All personal information must be accurate and recorded by the college.

Please inform the International Student Coordinator (ISC) if there are any changes to the following:

- Address of Homestay Family
- Telephone number of Homestay Family
- Mobile telephone number (either yours or that of Homestay Family)
- Email addresses
- Parent contact details (overseas- address, telephone number, mobile number)

You must provide us with your mobile number and email address.

**Make sure that you learn your homestay address and their phone number. You will receive a laminated safety card with emergency contacts and your address which you must keep in a secure place.**

## WELFARE

If you are not living with relatives, the principal, is responsible for your welfare whilst you are studying at the college. They are responsible for signing any forms, including enrolment forms, permission slips for excursions or immunisation forms, etc.

## HOMESTAY

### **Visa Condition 8532 – No Change to Student’s Accommodation & Welfare Arrangements**

International Students who are under 18 and living in homestay accommodation arranged by the Department are subject to Student Visa Condition 8532 – No change to welfare arrangements.

This visa condition means that a student living in homestay arranged by the school:

- Cannot change their homestay or welfare arrangements without the consent of the school.
- Cannot stay overnight away from their homestay family.

The International Education Department has reported students to the DHA in situations where they have breached Student Visa Condition 8532

### **HOMESTAY POLICY AT EAST DONCASTER SECONDARY COLLEGE**

The College aims to provide the best possible living arrangements for the international students to enable them to integrate into Australian society, learn about the local area and provide them with a caring family environment. The college recognises that students who are living away from home require close supervision to ensure sound work and study practices. The college believes that international students are better placed in homestay accommodation and that students should remain in homestay accommodation for the duration of their studies at East Doncaster Secondary College, including students over the age of 18.

The student will enter a contract with the Homestay (Homestay Responsibility Agreement) that outlines the expectations and rules the student will abide by whilst in the Homestay.

In the case where a student fails to comply with one of more of the homestay expectations and rules the college is to be informed and the student counselled. Every attempt will be made to ensure problems are resolved. If necessary, the student will be placed on a contract to be signed by the student, Homestay parent, parents and Principal. Where difficulties cannot be resolved another Homestay may be arranged for the student.

**Students are not to change their Homestay arrangements without the prior consent of the college and without written parental permission.**

**Students are not permitted to make their own arrangements to live in rental accommodation alone or with other students.**

## ADVICE ABOUT HOMESTAY

You are reminded that you are a guest of the homestay family. Homestay accommodation is not hotel accommodation. Students are accepted into a family and some customs may be very different from those in their own home. You must follow the rules set by the homestay family regarding living in their home.

- **Communicate** with your homestay family. Let them know where you are going and ask for permission if you wish to come home after curfew. If something is not right let them know.
- Always be polite. Greet your homestay family. Use manners by saying please, thank you, excuse me, sorry and pardon.
- **Do not treat your homestay family as servants. It is not a business. You need to be respectful.**
- Tidy up **after yourself. Ensure you keep both your bedroom and the bathroom clean. This should be your responsibility. Do not expect the homestay family to clean up your mess.**
- Speak English **as much as possible with your homestay family, insist so even if they speak your native tongue.**
- **Always** pay your homestay fee on time. **If you are not feeling well let your homestay/family know.**
- Be respectful of property. Look after furniture, walls and carpet/floor; do not go into rooms that are not common rooms (living room, garage etc.) or other bedrooms.
- Find out about the area that you live in. Find out where the local shops and shopping centres are. Find out where the banks are, where to buy transport tickets, where to buy phone cards.
- Do not bring friends home unless you speak with your homestay family first.
- Always try the food that is being served. If you do not like the food that is being served speak to the homestay parent. Ask if they can prepare something that you like more.
- Do not be jealous or upset if the homestay family does not include you in all the activities.

Upon arriving at your homestay both you and your host family will be required to sign a **Homestay Responsibility Agreement**.

### WHAT TO DO IF YOU HAVE A PROBLEM WITH YOUR HOMESTAY:

1. Discuss the problem with the homestay family and/or the ISC immediately.
2. If the problem continues, inform the ISC. If a solution cannot be found another homestay may need to be found for you.

### **Remember:**

Small problems are usually easy to resolve but can become more difficult if left for a long time.

Homestay visits are undertaken twice a year. The ISC will visit your homestay and chat with your host family to make sure all is going well.

### COMMON EXPECTATIONS

**Some common expectations of the homestay family include:**

- Treat the homestay family members with respect by keeping your room clean and tidy.
- Help with some household chores such as washing dishes
- Pay for your own personal products, such as shampoo etc.
- Ask the family for permission to bring home friends
- Limit the amount of noise, especially at night time.
- Limit the amount of time you spend on the computer and the amount you download. The internet should only be used for homework, research and contacting family, not movies or games.
- Keep other areas of the house tidy after use, including the kitchen, bathroom and toilet
- Keep valuables and personal possessions safe and do not leave them lying around the house

Students may want to take out a personal insurance policy to cover valuable items against theft or damage. It is important that they do not carry large amounts of cash with them, or leave it lying around at home. The money should be deposited into a bank account as soon as possible.

## COMMUNICATION

It is important for international students to communicate with their homestay family so they can learn more about each other. It is also a good way for international students to improve their English.

Some guidelines for communication include:

- Greet members of the family, especially first thing in the morning and before bed, or when you go out and return home.
- Talk to the family about school activities, studies, family and your background.

Students are encouraged to participate in family outings and activities with the family.

## PERSONAL SAFETY

***Always stay safe. Be sensible, be alert!***

- Always carry your “safety card” with you.
- Do not carry your passport with you unless you need to. Leave this at home.
- Always carry your mobile phone with you at all times.
- Always carry emergency contact numbers with you (e.g. Homestay, ISC, 000).
- Do not carry a lot of money in your wallet.
- Keep your valuables and personal possessions safe and do not leave them lying around the house.
- Do not give anyone your personal details, especially your passport or bank details.
- Do not chat with strangers over the internet and do not give your details to anyone over the internet.
- Do not walk around at night on your own, especially in an area you do not know. Always travel with a friend.
- Avoid walking down dark or very quiet streets at night.
- Avoid ‘risky’ areas/parts of Melbourne.
- Avoid catching public transport late in the evening or when you are by yourself.
- Remember that you must meet your curfew. Always get home on time.
- Inform your homestay family where you are and ask for permission if wish to come back late.
- Always behave yourself and behave in an appropriate manner.

In case of an emergency such as when you are lost, have been questioned by the police, have been in an accident, you are not able to get any transport home (train, bus or taxi) and you are not able to contact your homestay you can contact your ISC (ISC).

### Emergency Contact Numbers

ISC – Simon Veerhuis	0455 099 455
Assistant Principal – Jasvinder Kaur	0427 381 350
Principal – John Roberts	0455 099 455
School	9842 2244
Homestay	
Police	000
Ambulance	000
Interpreter Service	131 450

## CHANGING SCHOOLS OR COURSES, OUTSIDE ENROLMENTS

- If you wish to change your course (subjects), you must see your year level coordinator and ISC.
- Students who wish to change schools (provider) must inform the ISC of their intention and the International Education Division (IED).
- If you wish to study a LOTE subject outside the college (other than Chinese) **you must arrange** this with your ISC. The principal will need to sign your form.

## PERMISSION TO WORK

**Students are not permitted to work unless they have been granted permission by the school.**

Students are discouraged from working. Parents have sent you here to study and you need to focus on doing well in your studies. Working can interfere with this, particularly at SAC/exam time.

If you wish to work you must speak to the ISC first and seek permission.

You must fulfil the criteria first. Students must:

- Have completed 12 months at East Doncaster Secondary College
- Have maintained excellent results
- Have written permission from parents
- Agree not to work more than a couple of shifts a week (during the school term-no more than 20 hours)

## LANGUAGE SUPPORT

- Class support

The multicultural aides provide language support for those who require it. You are encouraged to seek their assistance in class to assist you and clarify language and instructions you may find difficult.

- Additional support

During school hours the multicultural aides are available if you have any questions or require assistance.

Homework Support is provided for you by a multicultural aide afterschool in the John Landy Centre from 3.15pm to 4.30pm Monday to Wednesday. **Newly arrived international students are strongly encouraged to attend 2 sessions per week.**

## WHAT TO DO IF YOU HAVE A PROBLEM IN CLASS/AT SCHOOL: (SCHOOL RELATED)

1. Discuss the problem with your class teacher if it relates to your subject or;
2. Speak to your year level coordinator, school nurse, welfare coordinator
3. If the problem continues, discuss the issue with the ISC.
4. If the issue cannot be resolved a meeting will be arranged with the ISC and the other person/s involved.
5. You must not take time off school because of a problem which has arisen. It is better to discuss the problem in the early stages when it is easiest to resolve.



## WHAT TO DO IF YOU HAVE A PERSONAL PROBLEM

Discuss the problem with your ISC, Assistant Principal, Year Level Coordinator or the Student Welfare team, or any other teacher in the college you are comfortable with.

## COLLEGE SUPPORT TEAM

There are a number of people in the college who can help you.

International Student Coordinator	Simon Veerhuis	International Students Office
Language Aides	Le Thanh Dam	International Students Office
	Kim Li	International Students Office
Student Welfare Counsellors	Maria Rigopoulos	Wellbeing Office
	Michael Collings	Wellbeing Office
	Lisa Trovato	Wellbeing Office
	Terry McDonald	Wellbeing Office
Careers Counsellor	Craig Browne	Careers Office
College Nurse	Rose Howarth	General Office
Sick Bay Attendant	Belinda Harper	General Office

### Year Level Coordinators

<b>Head of Senior School</b>	Kate Leaumont	The John Landy Centre
Year 12 Coordinators	Jonathan Davies	The John Landy Centre
	Lynette Smith	The John Landy Centre
Year 11 Coordinators	Paul Basford	The John Landy Centre
	Cassandra Brock	The John Landy Centre
Year 10 Coordinators	Timothy Bourke	The John Landy Centre
	Emily Mathews	The John Landy Centre
<b>Head of Middle School</b>	Justin Bond	Middle School Office
Year 9 Coordinator	Adam Robb	Middle School Office
	Giulia Catalano	Middle School Office
	Kathryn Hesselmanns	Middle School Office
Year 8 Coordinator	Tom Novak	Middle School Office
	Lily Trist	Middle School Office
Year 7 Coordinator	Kim Schwarz	Middle School Office
	Mark Rickard	Middle School Office
	Rebecca Morris	Middle School Office

# COLLEGE SCHOOL RULES

## Attendance and punctuality to school is essential.

- You are required to be at school at **8:45 am** each morning.
- Years 7-9 must be lined up outside your class with your books for periods 1 and 2 at 8:55 am
- If you are late, you must sign in at the front/main office
- If you are continuously late you will be placed on a school attendance contract.
- Homestays/Parents will be automatically contacted by SMS regarding your absence.
- Your parents (overseas) will be sent an email about your absences.

**You must attend each school day– this includes international student meetings, excursions, sporting carnivals, examinations, orientation programs etc.**

## VCE

Your attendance must remain above 90% to meet the requirements for satisfactory completion of the VCE.

**Medical Certificates and a note/SMS/email from your parent/homestay are required for all absences. However, they do not change your attendance record. So you must attend each school day!**

**Late Passes** – If you are late to school you must go to the front/main office and scan your student card at Compass Kiosk, show your note and/or medical certificate to staff.

**Leave Passes** – If you need to leave school early because you have an **important** matter you must have a signed note from a parent or homestay. You will need to obtain an early leaver’s pass from the front/main office. Ensure you sign out at Compass Kiosk before leaving the school premises. You must inform the ISC if you have to leave early.

## **YOU MUST NOT LEAVE THE COLLEGE WITHOUT PERMISSION.**

If an overseas student (usually this request is made by their parent/legal guardian) wish to take leave during term, they must complete a DET ISP Application for Deferral of Enrolment form.

The school will assess whether compassionate and compelling circumstances apply, if so, the leave will be approved and DET IED will be notified by email and provided a copy of the completed form.

Examples of such compassionate and compelling circumstances could include: serious illness, injury or trauma, bereavement of close family members, major political upheaval or natural disaster in the home country.

The deferral application will be supported by evidence of the circumstances. Records of all leave will be kept in the student files.

## ATTENDANCE CHECKS

- The College checks attendance every lesson, every day.
- If you are sick the school must be notified of your absence before school begins.
- If you are not well enough to come to school for two days in a row, you must go and see a doctor.
- A medical certificate and an absence note are required for all absences.
- Do not make appointments during the school day.

## Attendance Process & Protocols

All international students are expected to provide valid reasons and documentation for all absences from the College. Any absence (approved or not) that drops below 90% is communicated the families.

Protocols and processes:

1. Homestay parents must inform the ISC if they are absent either via email or SMS. Otherwise, these absences are not approved.
2. Any absence that is 2 days or more, must be covered with a medical certificate.
3. Students are required to bring in the necessary documentation when they return to school.
4. The ISC checks the International Student Attendance page on Compass weekly to identify and manage any absence of a student who has not followed the protocols. This page also allows the ISC to monitor attendance rates for all international students.
5. If a student has any unexplained absence, the ISC contacts both the homestay and the family overseas.
6. The ISC monitors all attendance updates that are emailed by the Attendance clerk.
7. Any anomaly with respect to punctuality or absence is immediately followed up by the ISC.

### **Returning home for a visit**

If you wish to go home to visit your family you must follow these steps.

1. Complete a “Request to Return Home and Holiday Plan” form and return to ISC.
2. Ensure parents email the ISC permission to allow you to return home with dates of travel.
3. Purchase ticket and provide copy to ISC.

**A student may not leave Australia before the end of a term or return after the start of a term.**

## **UNIFORM**

You must always wear the complete uniform. Uniform can be purchased from the uniform shop. Limited uniform is available for purchase second hand from the college.

**Boys** – Plain grey trousers, sky blue shirt short or long sleeves, plain white T shirt, college jumper, grey socks, black leather lace-up shoes, college jacket

**Girls** – For summer: college check frock, college jumper, white socks, black leather lace-up shoes or T-Bars.

For winter: college check skirt or tailored navy slacks, sky blue shirt or sky blue skivvy, college jumper, college jacket

Please refer to the Uniform section in your diary for further details.

### **Uniform pass.**

If you are unable to wear a part of your uniform then you will need to ask your family/homestay to write a note/SMS/email explaining why. You will need to see your coordinator for a uniform pass.

If you do not wear the correct uniform and do not have a note a detention will be given.

## **Complaints process**

East Doncaster Secondary College is always happy to discuss with students, parents/carers and community members any concerns that they may have. In the first instance, a complaint should be made to the school. The complainant should email, telephone or write to:

- The International Student Co-coordinator about learning issues or incidents that happened at school/home;
- The Year Level Co-coordinator about learning issues or incidents that happened at school;

- The Head of School or Assistant Principal about issues relating to staff members or more complex student matters; or
- The Principal about matters relating to school policy, student management, staff members or very complex student issues.
- If you are not sure who to contact, contact an Assistant Principal on 9842-2244. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.
- The International Education Division, Victoria, if required - <https://www.education.vic.gov.au/school/teachers/management/Pages/internationalstudents.aspx>
- The Ombudsman for any policy matters - <https://www.education.vic.gov.au/school/principals/spag/governance/pages/ombudsman.aspx>

## FURTHER KEY INFORMATION

### BOOKS

It is your responsibility to purchase all books necessary to complete the course you have selected. Booklists and second hand book details are distributed at the time of enrolment.

You must also bring your diary, relevant books, stationery, school computer to each class. Get a folder for each subject to keep all your worksheets organised and pack your schoolbag every day.

### HOMEWORK

The end of the school day is NOT the end of your work. On most days, there will be set home work.

All newly arrived students are expected to attend 2 sessions a week of Homework Club.

Tips:

- Plan ahead. Don't leave work until the last minute.
- Join a study group. Sometimes you can help each other.
- Stay back after school and talk to your teachers if you need extra help. (Be sure to make an appointment with your teacher.)
- The multicultural Aides are available afterschool for Homework Support in the International Student office
- The library is open every morning, at lunch times and after school for homework sessions. (see library window for times)
- Senior students are encouraged to study in the John Landy Centre or the library during spare periods and afterschool.
- You are expected to be an independent learner. It is your responsibility to listen in class and complete all set homework.
- Do NOT throw away your marked assignments or test papers right away. Keep all of them in your subject folder until the end of semester.

### FEES

Fees are paid directly to the International Education Division (IED), Department of Education and Training via WESTPAC Bank. The IED will send a letter with the invoice explaining how much to pay, when and where the fees can be paid. No money is to be paid to the school.

***(VCAA fees excepted. These are to be paid to the school.)***

### EXCURSIONS AND CAMPS

These are an important part of the school curriculum and all students are expected to participate.

International students are not required to pay for excursions that are compulsory and part of your course, however, they are required to pay for camps.

## COMPUTERS

School Council has agreed that we continue with a Bring Your Own School Selected Device (BYOSSD) 1 to 1 digital learning program. This means that parents will have full ownership of their student's digital learning device along with the responsibility for its insurance.

You will need to purchase your School Computer online prior to arrival at our College. The computer will be delivered to the school IT department, where it will be configured and ready for pickup when you arrive at school. Please refer to the 1 to 1 digital program document for more information about types of computers available for purchase.

You may also bring your own device provided it meets the school requirements. See the 1 to 1 digital learning document for more information.

## STUDENT CARDS

Each student will be issued with a student card. It will contain your name, photo and birth date. You will need your card for borrowing books and photocopying. New ID cards are issued at the start of each year. If you lose your card you need to see the librarian so she can arrange a new card.

## REPORTS

Students will be issued with reports via Compass. These will be regularly updated by teachers.

Parent/Teacher/Student conferences are at the end of Term 1 and during Term 3. Students are encouraged to attend with their family or homestay. Interpreters will be available.

All end of semester reports are translated and emailed to your parents.

Please keep your reports in a safe place, they are official documents that you may need in the future.

## SCHOOL DIARY

Your school diary contains very important information. Take it to all classes. Use it wisely to record homework and other important information.

Extra-curricular Activities after school

- Cooking Club (on every other Tuesday)
- Arts Club (every Thursday)
- Sports Club (on Thursdays)

## FIRST AID

Nurse: Rose Howarth and Kerry Childs (First Aid attendant)

Hours: 9.00am – 3:15pm every school day.

# SCHOOL DATES 2022

Please keep this list and mark all dates in your college diary.

## Term Dates for 2022

### Students Start 31 January 2022

Students must return to Australia no later than 30 January 2022

Term 1	31 January 2022 to 8 April 2022
Term 2	26 April 2022 to 25 June 2022
Term 3	11 July 2022 to 16 September 2022
Term 4	3 October 2022 to 20 December 2022

## USING PUBLIC TRANSPORT IN MELBOURNE

(For more comprehensive information please refer to the myki information booklet)

Myki is a durable and re-usable smart card that stores value to pay your public transport fare.

(Cost of **Full fare Card**- \$6.00- this is for the card only. Value must be added)

Simply keep your myki topped up and you are always ready to travel.

*International students under 19 can purchase a child concession card but once they turn 19 they must purchase an adult MYKI.*

Buying a myki is simple. You can pick up a myki for immediate use:

- at metropolitan premium train stations
- at close to 800 metropolitan [retail outlets](#), including 7-Eleven
- from a myki machine (full fare myki only) at all metropolitan train stations and selected accessible tram stops and bus interchanges.

Alternatively, you can purchase a myki: [online](#) or,

- by calling 13 6954 (13 myki).



## BUS ROUTES FOR THE MANNINGHAM AREA

### Suburbs / Towns

Bulleen , Doncaster , Doncaster East , Donvale , Park Orchards , Templestowe , Templestowe Lower , Warrandyte

- **200** - City - Bulleen - Doncaster Shoppingtown
- **201** - City - Doncaster Shoppingtown (via Belmore Road)
- **203** - City - Doncaster Shoppingtown (via Kilby, Thompsons Road & Manningham Road)
- **205** - Melbourne University - Doncaster Shoppingtown (via Kew Junction & Bulleen)
- **207** - City - Doncaster Shoppingtown - Donvale (via Doncaster Road)
- **273** - The Pines Shopping Centre - Nunawading Railway Station
- **279** - Box Hill - Doncaster Shoppingtown or Templestowe Village Shops
- **281** –Templestowe to Deakin University
- **284** - Box Hill - Doncaster Shoppingtown (via Mont Albert)
- **286** - Box Hill - The Pines Shopping Centre (via Blackburn Road)
- **295** - Box Hill - The Pines Shopping Centre (via Doncaster Shoppingtown)
- **303** - Mitcham - City (via Eastern Freeway & Springfield Road)
- **305** - City - Warrandyte (via Eastern Freeway & George Street) \*(stops in front of EDSC)
- **309** - City - Donvale (via Reynolds Road, Williamsons., Lynnwood, High Street & Eastern Freeway)
- **313** – City (Russell street via Doncaster Park and Ride)
- **315** – City to Box Hill (via Eastern Freeway)
- **901**- Frankston – Melbourne Airport
- **903** - Mordialloc to Altona – (Via Bell Street)
- **905** – City to the Pines Shopping Centre
- **906** - City - (via Eastern Freeway, Wetherby Road)
- **907** - City - Mitcham (via Eastern Freeway & Doncaster Road)
- **908** - City - Deep Creek Reserve (via Blackburn Road, King Street & Eastern Freeway)

Bus **timetables and routes** can be found at <https://www.ptv.vic.gov.au/>

## HELPFUL INFORMATION/HINTS

### A Normal School day

At East Doncaster Secondary College the day begins at 8:45am and finishes at 3:15pm

A typical school day is as follows.

8.45am	Locker Bell
8.55am – 9.45am	Period 1
9.45am – 10.35am	Period 2
10.35am – 11.00am	RECESS
11.00am – 11.50am	Period 3
11.50am – 12.40pm	Period 4
12.40pm – 1.35pm	LUNCH
1.35pm – 2.25pm	Period 5
2.25pm – 3.15pm	Period 6
3.15pm	End of Day

### What a local students may usually eat.

Breakfast	toast with butter/margarine, vegemite, jam and/or cereal/muesli with milk, juice, fruit
Lunch	sandwich with meat or salad filling, fruit or leftovers
Dinner	either noodles, pasta, rice, meat/fish/chicken, vegetables, salad
Snacks	are usually eaten at recess or after school, before dinner. This can be fruit, noodles, cake, muffins sandwiches or chips, muesli bars or crackers.

Note: Most students bring a packed lunch to school. Sandwiches (two slices of bread with a filling) or rolls are very typical school lunches. International students have access to microwaves in the international office.

### School Canteen

You are able to purchase food from the school canteen. This is open at recess and at lunch. There is a range of food available but it can get expensive to purchase every day. Foods such as pizza, sandwiches, rolls, burgers, hotdogs, donuts, pies, pasta, muffins, ice cream etc. Always line up outside and the teacher on duty will let you in.

There are two microwaves available in the International office for students wishing to heat up their lunch.

### Learning English

It is very tempting to speak your mother tongue when around friends who speak the same language. Try to avoid speaking the same language as your friends, especially at school and at home. Always speak English, particularly in your homestay. You must speak English in the International Office!



## Illness

Students should only stay at home if they are too unwell to be at school. Do not stay home because you have a slight headache. Your parent or homestay will need to write you a note to bring to school or contact the school before school begins.

All students are required to maintain Overseas Student Health Cover (OSHC) during their stay in Australia. You will receive your Medibank Private Card and number when you arrive at the school. When visiting a doctor or dentist you may be expected to pay the full doctor's fee. You are then required to go to a Medibank office to collect your refund. (Some money will be returned to you)

Please ensure that the doctor you see is a GP (General Practitioner) in the local area. Preferably not in Box Hill!

If sick:

- Let your homestay know
- Contact ISC if you are going to be absent
- Visit a doctor (GP)/dentist
- Ask for medical certificate.
- Pay full fee, (A refund will be either posted to you by cheque or sent to your bank account)
- Bring medical certificate and an absence note to school the next day

Medibank Private Branches [www.medibank.com.au](http://www.medibank.com.au)



Doncaster - Shop 277 Doncaster Shoppingtown, Doncaster Rd ph. 132331

Box Hill - Centro Whitehorse, Lower Level, Market Street ph. 132331

## Banking

The easiest way to access your money in Australia is to use your bankcard (ATM card) or credit card. Almost all Automatic Teller Machines (ATMs) in Australia accept cards with the internationally recognised 'Plus' or 'Cirrus' signs. Check the back of your bankcard to see if it has one of these signs.

You should set up a bank account as soon as you arrive. Find out where the bank of your choice is and whether there are any close to your homestay.

Banks in Australia are generally open from 9:30 am – 4:00 pm Monday to Friday.

## Internet access/usage

Internet, in most cases, is included in your homestay fee, however, excessive usage may incur extra costs.

Find out what is and how much is allowed to be used

Keep track of the time / downloads made.

Do not download movies or games. Your homestay will check your usage and you will be charged for using over the required download.

Students are reminded that they should not provide any personal information such as student visa status, family details, contact addresses in Australia and/or overseas, and banking details via online chat rooms, discussion boards, forums, etc. Students are encouraged to use direct, secured email accounts to communicate with family and friends, as opposed to public chat rooms and forums where personal information can be extracted for criminal purposes.

Never provide personal or banking information unless it is a secure site.

## Activities to enjoy

Below are examples of things to do and places to visit while you are here.

- Football match – ask ISC about access to free tickets
- Explore the city- Free tram (City Circle)/bus tours
- Melbourne Zoo
- Melbourne Aquarium
- Melbourne Museum
- National Gallery
- China Town
- State Library
- Queen Victoria Market

## SCHOOL RULES - SUMMARY

- Arrive at school on time. (Get to bed by 11pm)
- Attend all classes
- Wear your correct school uniform every day, including black leather shoes (no sneakers)
- Makeup, jewellery, body piercing and non natural hair colours are not allowed.
- If you feel sick or are injured, go and see the school nurse. If in class ask permission first.
- Stay inside the school boundaries. Do not leave the school at recess or lunchtime without permission
- East Doncaster Secondary College prefers students to go home straight after school. If you wish to study at school or go to a friend's house, inform your family/homestay and make sure you arrive home at the normal dinner time.
- No electronic devices are allowed in class, as per the EDSC policy for such devices.
- Students are NOT ALLOWED to leave Melbourne for any reason without first notifying the International Students Coordinator and a note from your parents regarding the trip
- Students are not permitted to work. Permission has to be obtained from ISC.
- Students are not allowed to move homestay without notifying the ISC

### East Doncaster Secondary College

## READING A TIMETABLE

East Doncaster Secondary College operates a two-week cycle, 6 period a day timetable. See the example below.

The key codes you need to learn are the subject code, teacher initials and room.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Period 1	2CB3 10VCE_E1 GUA	2SM3 10VCE_A1/A HOF	2PH3 10VCE_B1/B LEW	2MM3 10VCE_D1/B	2CB3 10VCE_E1 GUA	2SM3 10VCE_A1/A HOF	2CB3 10VCE_E1/A GUA	2MM3 10VCE_D1/B LEW	2SM3 10VCE_A1/B HOF	2PH3 10VCE_B1/B
Period 2	2ES3 10VCE_C1 PAR	PS 10VCE_F1/A	2ES3 10VCE_C1 PAR	2ES3 10VCE_D1/B LEW	PS 10VCE_F1	10VCE_A1/A HOF	2PH3 10VCE_B1/A LEW	2ES3 10VCE_C1 PAR	PS 10VCE_F1	10VCE_B1/B LEW 503
Period 3	2SM3 10VCE_A1/A HOF	2CB3 10VCE_E1/A GUA	PS 10VCE_F1	2ES3 10VCE_C1/A PAR	2PH3 10VCE_B1/B LEW	2CB3 10VCE_E1 GUA	2SM3 10VCE_A1/A HOF	PS 10VCE_F1	2MM3 10VCE_D1/B LEW	PS 10VCE_F1
Period 4	2MM3 10VCE_D1/A LEW	2PH3 10VCE_B1/A LEW	2MM3 10VCE_D1/B LEW	2SM3 10VCE_A1 HOF	2SM3 10VCE_A1/A HOF	2ES3 10VCE_C1/B PAR	2ES3 10VCE_C1 PAR	2PH3 10VCE_B1/A LEW	10VCE_D1/B LEW	2CB3 10VCE_E1 GUA
Period 5	2PH3 10VCE_B1/A LEW	2ES3 10VCE_C1 PAR	2CB3 10VCE_E1 GUA	PS 10VCE_F1	2SM3 10VCE_A1/A HOF	2PH3 10VCE_B1/B LEW	PS 10VCE_F1/A	2CB3 10VCE_E1 GUA	2ES3 10VCE_C1 PAR	2MM3 10VCE_D1/B LEW
Period 6	2PH3 10VCE_B1/A LEW	2ES3 10VCE_C1 PAR	2CB3 10VCE_E1 GUA	PS 10VCE_F1	2MM3 10VCE_D1/B LEW	2MM3 10VCE_D1/B LEW	PS 10VCE_F1/A	2CB3 10VCE_E1 GUA	2ES3 10VCE_C1 PAR	2SM3 10VCE_A1/B HOF

Week 1

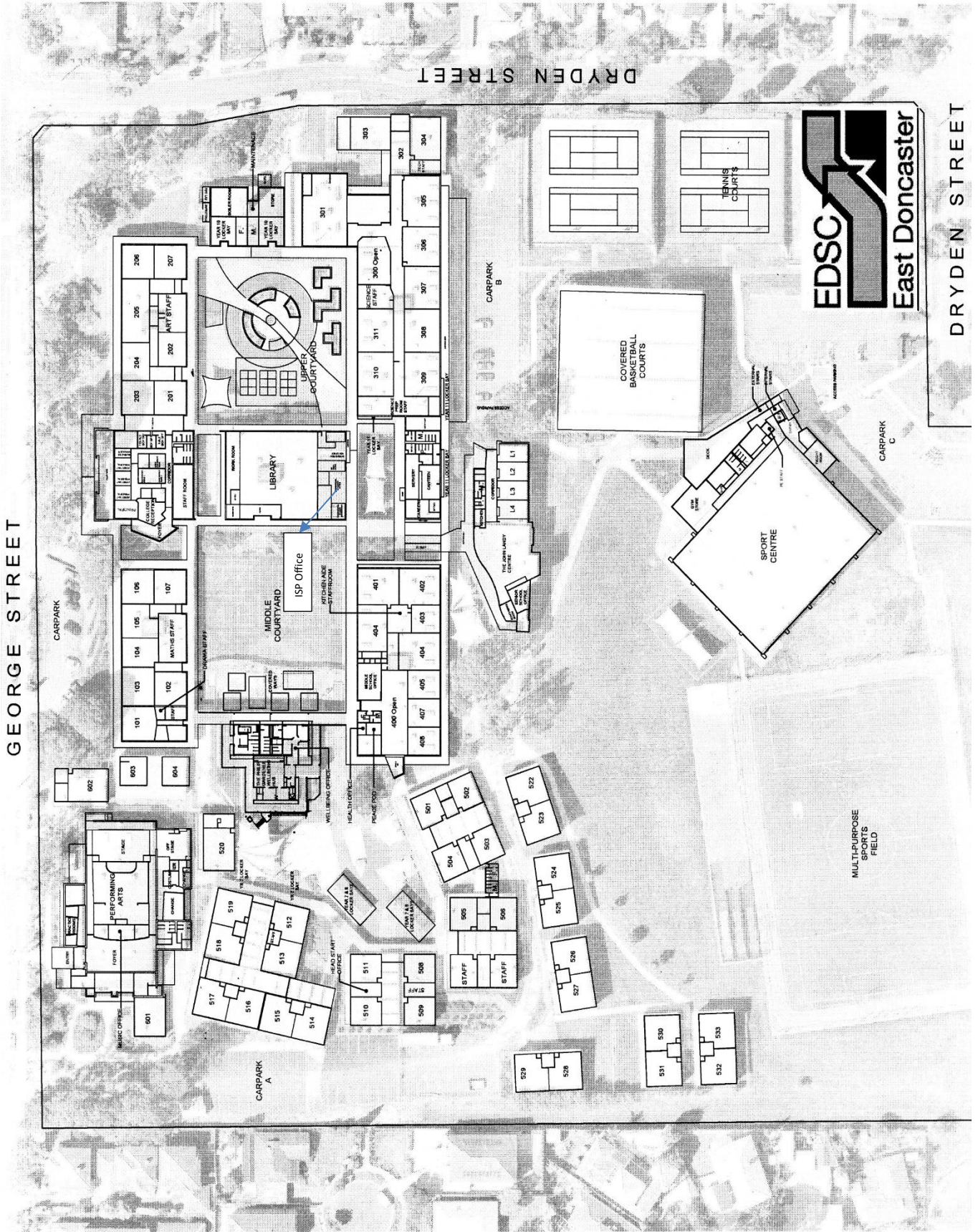
White Week

Week 2

Green Week

Subject  
Teacher  
Room

# COLLEGE MAP



## CHILD SAFETY STATEMENT OF COMMITMENT

East Doncaster Secondary College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

East Doncaster Secondary College has zero tolerance for child abuse.

East Doncaster Secondary College promotes a culture of inclusion taking into account the diversity of all children. It is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular care is paid to children of ATSI children, children from culturally and/or linguistically diverse backgrounds, children with a disability and vulnerable children.

Every person involved in East Doncaster Secondary College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Actions the school proposes to take in our planning, decision-making and operations, all personnel at East Doncaster Secondary College will;

1. Demonstrate its commitment to child safety and monitors the school's adherence to its child safety policy and statement of commitment
2. Take a preventative, proactive and participatory approach to child safety;
3. Value and empower children to participate in decisions which affect their lives;
4. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
5. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
6. Provide written guidance on appropriate conduct and behaviour towards children;
7. Appoint staff to responsibility positions including: Child Safety coordinator and Designated teacher supported by the College Wellbeing and Engagement team.
8. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
9. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
10. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
11. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
12. Value the input of and communicate regularly with families and carers.
13. Adhere to legislation and inform the College community about the obligation to follow "Failure to disclose" and "Failure to protect" procedure and that fulfilling the roles and responsibilities contained in these procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

### Further information

Failure to disclose

[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure\\_to\\_disclose\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf)

Failure to Protect

[http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure\\_to\\_protect\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf)

## CHILD SAFETY POLICY

### Purpose

East Doncaster Secondary College is committed to ensuring the safety and wellbeing of all students whilst participating in school activities both during and outside of school hours and has zero tolerance of child abuse. This includes activities conducted outside of the school environment such as excursions, camps and sporting events, as well as within online school environments including email and intranet systems. East Doncaster Secondary College recognises that the wellbeing of students is the responsibility of all staff and that staff must report and respond to any concerns regarding possible sexual, physical, psychological and emotional abuse or neglect of a child in accordance with the relevant policies and procedures.

### Scope

This policy applies to all East Doncaster Secondary College school staff, volunteers, school community members and contractors whether or not they work in direct contact with children or young people. This policy applies across a range of school forums, such as camps, excursions, school council run events activities and services conducted within and outside school hours.

For the purpose of this document-

### Child abuse includes-

- (a) any act committed against a child involving-
  - (i) a sexual offence; or
  - (ii) an offence under section 498(2) of the Crimes Act 1958 (grooming);
- (b) the infliction, on a child, of-
  - (i) physical violence; or
  - (ii) serious emotional or psychological harm;
  - (iii) serious neglect of a child

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse as outlined in **Ministerial Order No. 870**

**Child-connected work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

**School staff being:** an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.

## Policy

Our College is committed to child safety. The school's approach to Child Safety Standards are outlined below.

The school's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden. The school's plan for creating a child safe cultures can be found in the website at [https://www.eastdonsc.vic.edu.au/our\\_school/child-safety-standards](https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards)

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

## Aims

- To embed a culture of child safety within the College community that supports all students and takes into account the diversity of all students, including the needs of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disabilities, and students who are vulnerable
- To support, encourage and enable school staff, parents and students to understand, identify, discuss and report child safety matters
- To define the roles and responsibilities of the College and staff and volunteers in protecting the safety and wellbeing of students
- To support and assist students and staff in the process of reporting suspected abuse

## Implementation

The school will handle child safety concerns in a sensitive, confidential and timely fashion and will comply with all requirements set out in Ministerial Order No. 870 and the included child safe standards.

Our College applies best practice standards in the recruitment and screening of staff and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. We understand that when recruiting staff we have ethical as well as legislative obligations. We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. All prospective staff and volunteers are required to undergo National Criminal History Checks and maintain a valid Working with Children Check.

The College has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. When the school is gathering information in relation to a complaint about alleged misconduct with, or abuse of, a child the school will listen to the complainant's account of things and take them seriously, check understanding and keep the child (or their parents/carers) informed about progress.

#### **East Doncaster Secondary College will:**

- Ensure all teaching staff have the appropriate qualifications and registrations to work within the College in accordance with VIT registration
- Ensure all non-teaching staff, including casual employees and volunteers have the appropriate registrations (Working with Children Check- employee or volunteer status as applicable) to work within the College
- Seek two forms of proof of identity and history and references indicating the suitability of staff to work with children (Office administration staff)
- Provide new staff with a copy of this policy and have the key aspects of this policy explained to them as part of their induction into the College (Assistant Principal responsible for Staff Induction)
- Brief staff on their responsibilities in relation to promoting child safety within the College and reporting suspected child abuse, on an annual basis.
- Support staff who make a mandatory report regarding suspected child abuse (Principal and Student Wellbeing & Engagement team)
- Ensure all advertised jobs include a statement indicating that staff are to abide by the Child Safety Standards and the Child Safety Code of Conduct
- Identify and document any situations or environments where there is a risk of child abuse occurring and take actions to minimise this risk
- Ensure that school leaders and managers implement processes so that all members of the school environment understands their roles, responsibilities and behaviours expected in protecting children and young people from abuse and neglect. Staff will comply with the school's code of Conduct. The school code of conduct sets out a clear awareness of the difference between appropriate and inappropriate behaviour
- Be vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures. The school's approach to Child Safety risk reduction and management can be found on the website at [https://www.eastdonsc.vic.edu.au/our\\_school/child-safety-standards](https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards)
- Abide by laws pertaining to how this school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the School Privacy Policy
- Adhere to the College Photographing, Filming and Recording students policy relating to the use of student images, names or personal information in all forms of College publications.
- Adhere to legislation and inform the College community about the obligation meet to "Failure to disclose" and "Failure to protect" procedures. College procedures do not impinge on the responsibilities of staff regarding failing to disclose suspected child abuse or failing to protect a child reporting child abuse.

#### **School Staff**

This policy guides our staff and volunteers on how to behave with children in our College

All of our staff and volunteers must agree to abide by our Code of Conduct which specifies the standards of conduct required when working with children.

All staff are expected to;

- adhere to the acceptable behaviours when interacting with students, as outlined in the Child Safety Code of Conduct



- be aware of and act upon the processes outlined in the Bullying and Harassment Policy and Behaviour Management Policy documents
- follow the procedures outlined in the Mandatory Reporting Policy if they form a belief, on reasonable grounds, that a students' health, safety or wellbeing is at risk.
- abide by The Victorian Teaching Profession Code of Conduct, and adhere to the expectations described in the College's Code of Conduct
- treat students with respect and foster an environment that is safe, pleasant and supportive, free from bullying, harassment, violence, discrimination or intimidation as described in the Student Engagement policy.
- The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school's leadership team of their concerns and the reason for their concerns. The school's policy for reporting a child safety concern or complaint can be found in the website at:

[https://www.eastdonsc.vic.edu.au/our\\_school/child-safety-standards](https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards)

Use correct reporting templates and safely secure documented notes when responding to allegations of disclosure of child abuse made by or in relation to a child, school staff, visitors or other persons connected to the school environment.

### Students

This policy is intended to empower children to be vital and active participants in our College. We involve them in making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance at our College, and people from all walks of life and cultural backgrounds are welcome.

In particular our students;

- have the right to be treated with respect and to be protected from any form of child abuse
- have the right to feel and be safe in their interactions with staff, contractors, volunteers and/or visitors
- are required to adhere to the Code of Conduct and Student Engagement Policies and abide by the conditions included in the 1 to 1 Digital Learning Policy and Mobile Devices Policy, as they relate to the relevant areas of the child safe standards.

### Evaluation

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents/carers and the school community.

Failure to disclose

[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure\\_to\\_disclose\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf)

Failure to Protect

[http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure\\_to\\_protect\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf)

Refer to the EDSC website for further information regarding Child Safe policies

<https://www.eastdonsc.vic.edu.au/policy-documents>

[https://www.eastdonsc.vic.edu.au/our\\_school/child-safety-standards](https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards)

# CHILD SAFETY CODE OF CONDUCT

East Doncaster Secondary College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

At East Doncaster Secondary College we have a commitment to **zero tolerance of child abuse**. This is a commitment which is led by our School Council, School Leadership team, all staff and is shared openly and transparently with all members of our school community.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of East Doncaster Secondary College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of East Doncaster Secondary College will also provide information and support to enable the Code of Conduct to operate effectively.

All staff and volunteers of East Doncaster Secondary College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

*For the purpose of this document child abuse includes-*

- a. *any act committed against a child involving-*
  - (i) *a sexual offence; or*
  - (ii) *(ii) an offence under section 498(2) of the Crimes Act 1958 (grooming);*
- b. *the infliction, on a child, of- (i) physical violence; or (ii) serious emotional or psychological harm;*
- c. *serious neglect of a child.*

*Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse, as outlined in Ministerial Order No. 870*

All staff, contractors, volunteers and any other member of the school community are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

The College will adhere to legislation and inform the College community about the obligation meet to “Failure to disclose” and “Failure to protect” procedures. College procedures do not impinge on the responsibilities of staff regarding failing to disclose suspected child abuse or failing to protect a child reporting child abuse.

## **Acceptable behaviours**

All staff, volunteers, contractors, and any other member of the school community involved in child-related work are responsible for supporting and promoting the safety of children by:

- upholding the school’s statement of commitment to child safety at all times
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students

- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

### **Unacceptable behaviours**

Staff, volunteers, contractors, and any other member of the school community involved in child-related work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

### **If you believe, a child is at immediate risk of abuse phone 000**

By observing these standards all College staff members and volunteers acknowledge their responsibility to immediately report any breach of this code to a member of East Doncaster Secondary College's Principal class.

### **Further information**

Failure to disclose

[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure\\_to\\_disclose\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf)

Failure to Protect

[http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure\\_to\\_protect\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](http://assets.justice.vic.gov.au/justice/resources/0f547d32-a4c4-4e05-9fbf-7415a4b4e3f6/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf)

Relevant East Doncaster Secondary College Policies

[https://www.eastdonsc.vic.edu.au/our\\_school/child-safety-standards](https://www.eastdonsc.vic.edu.au/our_school/child-safety-standards)

<https://www.eastdonsc.vic.edu.au/policy-documents>