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| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
| 1. Student Health 2. Vaccination Program | * All Yr 7 & Yr 9 students provided with the opportunity to participate in the program | * Relevant welfare staff * Supervisor of girls * Library staff | * Sydney West Area Health * Relevant staff * Venue * Parents | November 2013 |
| 1. Health Care Plans   –As per DET requirements | * Emergency Health care plans in place for ALL students with * Anaphylaxis * Epilepsy * Severe Asthma * Diabetes | * Relevant Year Advisors * Supervision of girls | * Relevant Performa’s | * As soon as possible Term 1 * As need arises |
| 1. For ALL Asthma suffers | * Asthma Management Plan on record for all registered suffers * Asthma Friendly Schools Criteria met | * Relevant Year Advisors * Supervisor of girls * Office support | * Relevant Performa’s | * As soon as possible Term 1 * As need arises |
| 1. Other serious medical conditions | * Health care plan in place | * Relevant Yr Advisor * Supervisor of girls | * Relevant Performa’s | * As soon as possible * As need arises |
| 1. Notifiable diseases/conditions e.g. whooping cough | * Community notified if case reported | * DP * Office | * Letters on record | * As required |

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| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
| 1. Staff Health | * Flu vaccination offered to all staff | * Supervisor of girls | * CMO * Venue at school | Before end Term 1 |
| 3. Implementation of various programs, activities e.g.   * Winning Edge * Brainstorm productions * Police Liaison * Youth Connections * Elevate to Educate * Leadership * Solid State Circus | * Positive effect on targeted – individuals   – groups   * Review by relevant staff with a view to future planning * Development of timelines/organisation | * Specific welfare team members * Guest speakers * Youth workers * Police Liaison Officer | Various including   * D.O. * Programs presented by outside groups * Relevant staff expertise * Welfare meetings * Year assemblies | Ongoing |
| 4. Support for Policies/ initiatives in place including:   * Welfare and Discipline * Antibullying * Mobile phones * Peer support * Study skills * Leadership * Diary use * Yr 6 transition/ Pathfinders * Merit system | As above: plus   * Positive school culture * Improve student * Self esteem * Leadership * Understandings * Efficient/effective structure/system that meets the needs of staff and students | Welfare Team plus all school staff, particularly   * JRC/SRC co-ordinator * Peer support co-ordinator * Committee members | Various: including   * Staff expertise * Promotional opportunities e.g. Yr meetings * School visits * Use of merits by Yr Advisor * Peer support resources * Year Assemblies * Parents | Ongoing |
| 1. Use of Sentral | * Welfare staff familiar with Sentral program * Use of program for tracking/monitoring individual students behaviour/achievements | * Welfare team * Office staff | * Senral * School Staff | Ongoing |
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| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
| 1. Promote excellence   e.g. support   * Merit system * Leadership Programs e.g. World Vision, Winston Hills Rotary | * Promote/reward excellence * Encourage students to actively participate | * All school staff | * Sentral * All staff * Assemblies * Parents | Ongoing |
| 1. Promote Professional Development. | * Development of individual staff * Development of team through participation, feedback and resource sharing * Team based opportunities * All team members to complete Accidential Councilor Training | * Senior Exec. * Targeted Welfare Staff * Welfare Team | * Welfare meetings * D.O. * TPL funding * Materials brought back by staff attending inservices | Ongoing |
| 1. Review/upgrade of existing Year Advisers’ Manual | * Clarification/update of roles/ responsibilities * Up to date manual * Serious of ‘how to’s” | * Welfare team * Senior Executive * Other staff where liaison is relevant | * Existing Manual * Professional expertise of welfare team * Senior Executive | TBA |
| 1. Year assemblies  * held regularly as part of the Assembly Program / as required | * Promotion of high expectations in all areas eg * Punctuality * Quality uniform * Positive achievement * Promotion of school Code of Behaviour * Provision of leadership opportunities * Student recognition | * All staff in attendance * Year Adviser * Guests when relevant * Welfare Team | * Staff * Students * Guest speakers * Appropriate venue * Programs | * Regularly /as required * Ongoing |
| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
|  | * Promoting positive student self-esteem * Information sharing. |  |  |  |
| 1. Liaison with specific areas as required e.g.  * ESL * ARCO * Youth Connections * STLD * Outside support groups etc. | * Promotion of best interest of individuals/targeted groups | * Welfare team * Specialist staff | * Welfare meetings * Specialist staff | Ongoing |
| 1. Communication Review 2. Welfare meetings      1. General staff communication      1. Executive meeting | * More efficient use of time * Greater opportunity to extend professional discussion/development      * More efficient use of time      * More efficient use of time * More efficient transmission of information | Welfare Team    All staff  Welfare team  Executive team | * Welfare team * Performa’s * Paper * Electronic   Email, Staff meetings    Electronic Report | Review last meeting Term 2    In place for 2013  In place for 2013 |
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| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
| 1. Website | * Welfare team up skilled * Positive use of site to communicate with wider community | Welfare team  DP | DP expertise   * School website   Welfare Team | Review after Assembly Program in place |
| 1. Maintain communication with parents | Information exchange with a view to positive outcome for students | Relevant welfare team members | * Welfare team * Relevant specialist support * Email/phone/mail | As required |
| 1. Maintain effective communication with other committees e.g. Antibullying, Learning Support | Efficient information exchange | Relevant welfare team members  Other relevant staff | * Relevant Specialists and committee members | As required.   * Learning support representative to attend Welfare Meeting |
| 1. Establish, maintain and review welfare management plan | Provide a framework/direction for effective functioning of the welfare team. | Supervision of girls.  Welfare Team  Senior Executive | * Relevant Staff | On-going |
| 1. Regular welfare meetings | * Maintain effective communication * Professional support/development * Provide avenue of discussion/assistance | * Welfare team * Open to all staff | * Welfare Team members * All staff * Guest speakers | Ongoing |
| 1. Transition Yr 6-7 | * Smooth transition for students from Yr 6-7 * Additional support for students e.g. Pathfinders Program. | * Yr 7 Year Adviser for following year. * Welfare Team * Senior Exec. * Peer Support co-ordinate | * Welfare tTeam * Senior Exec. * Primary school staff/resources * Peer Support Program. | * Term 4 for students in Year 6 * Students in Year 7 following year |