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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 |
|  |  |  |  |  |
| **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 TeamAll staffWelfare teamExecutive team | * Welfare team
* Performa’s
* Paper
* Electronic

Email, Staff meetingsElectronic Report | Review last meeting Term 2In place for 2013In place for 2013 |
|  |  |  |  |  |
| **ACTION** | **OUTCOME** | **STAFF INVOLVED** | **RESOURCES** | **COMPLETION** |
| 1. Website
 | * Welfare team up skilled
* Positive use of site to communicate with wider community
 | Welfare teamDP | 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 membersOther 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
 |