



STUDENT WELFARE AND SPECIAL NEEDS PROVISIONS

Christadelphian Heritage College Sydney (CHCS) is committed to providing inclusive education for all children wherever possible and undertakes to establish identification procedures, implementation programs and methods of communication in order to provide for the academic, mental, physical, social, spiritual and emotional wellbeing of all students.

PURPOSE:

1. To ensure that children, regardless of ability or disability, are given opportunity to enrol at CHCS and to provide services to meet the academic, mental, physical, social, spiritual and emotional needs of all students
2. To provide adequate funding to supply staffing and resources so as strive to meet student needs
3. To ensure an ongoing method of assessment and communication with relevant stakeholders
4. To co-ordinate specialist services and funding from outside sources.

IMPLEMENTATION:

1. The College Welfare Committee will comprise of staff members suitable for this role. These may include the the Student Services Coordinator, executive staff members and other relevant personnel. The Committee will meet regularly and will plan and implement responses to identified student needs.
2. The College will provide an operating budget for a student services program and a welfare fund will be maintained from donations to financially support resources for identified 'in need' students
3. The Student Services Coordinator or delegated replacement will be a part of the process for all new enrolments to identify students who will require a special education program or extra support
4. Staff will identify children who have special academic, mental, physical, social, spiritual and emotional needs and refer to the Student Services Coordinator and/or the Welfare Committee for action
5. The teaching program will acknowledge the student's individual academic or physical needs. These programs are maintained by the child's teacher or other qualified person(s) such as the STLD staff.
6. Students with special academic, mental, physical, social, spiritual and emotional needs will receive assistance from the Welfare Team, class teachers, year advisors or other appropriate staff
7. The work will be monitored by the appropriate staff
8. If in-house help proves inadequate, children will be referred to the appropriate specialist agencies.

9. The teacher/year advisor/chaplain or counsellor will keep parents/caregivers informed of the provisions for, and progress in, meeting the special needs of identified students
10. No child shall be prevented from participating in activities due to any specific special needs. However alternate activities may need to be arranged to fulfil student outcomes
11. The Principal or delegated representative will advise the College Board at budgeting meetings and recommend the allocation of resources for special programs. It may be necessary for the Principal to request extra funds from an appropriate agency.
12. The Principal or delegated representative will report to the relevant stakeholders on how the College is meeting the special needs of its students. This may include the parent body, College Board or other relevant government agencies.

This policy should be read in conjunction with the Discrimination, Harassment and Bullying Policy, Anti-Bullying Policy and Procedures, Welfare Services Procedures, Code of Conduct and Child Protection Policy.

ACCOUNTABILITIES

Position	Accountabilities
Welfare Committee, Student Services	<ul style="list-style-type: none"> ● Identify and communicate to staff those students with special needs
Staff	<ul style="list-style-type: none"> ● Implement recommendations of Student Services or Welfare Team ● Ensure that adjustments are in place to permit all students with opportunity to fully engage with their studies and College organised activities ● Abide by all College Policies
Business Manager, maintenance staff	<ul style="list-style-type: none"> ● Ensure that the physical site is maintained so as to permit students from utilizing the facilities safely

AWARENESS

All staff, parents and students and any students with special needs should be made aware of the contents of this Policy and Procedure.

DEFINITIONS

Term	Definition
STLD	Support Teacher Learning Difficulties
Welfare Team	Staff members appointed to monitor student and staff needs. The Team will often comprise of an executive member of staff as well as other interested and qualified staff
IEP	Individual Education Plan

REFERENCES

Documents that should be referred to in conjunction with this Policy are listed below:

Document Type	Title
Legislation	
Code of Practice	CHCS Code of Conduct
Standards	NSW WHS
Other Policies	CHCS Enrolment Policy
Forms	IEPs

DOCUMENT CONTROL

1. Ownership and Approval

Role	Name	Position title	Date
Author	Felicity Shields	Deputy Principal	Oct 2017
Approver	Stuart Gilmore	Principal	Oct 2017

2. Review

Stage	Date
Original Policy	2012
Policy revised	October 2017
This review	October 2017
Next review	October 2020