OUR LADY OF
THE ROSARY

2025

PARENT
HANDBOOK

Our Lady of the Rosary Catholic Primary School
92 Glennie Street, Wyoming
Phone: (02) 7256 2103
Email: olrwyoming@dbb.catholic.edu.au
www.olrwyomingdbb.catholic.edu.au

TABLE CONTENT

- Welcome Message
- Vision and Mission
- General School Info
- Teaching / Learning
- Catholic Values
- Wellbeing
- School Organisation
- Parents Participation

WELCOME
MESSAGE

Bernard Cumming
Principal

Greetings and welcome to Our Lady of the Rosary Catholic Primary School at Wyoming. Our school was opened in 1978 and was founded by the Sisters of St Joseph.

At Our Lady of the Rosary Catholic Primary School children develop a passion for learning through quality teaching and a diverse range of learning experiences. We encourage and foster a love of learning and strive for excellence within a quality learning environment. We are the educational arm of Our Lady of the Rosary Catholic Parish. Our Catholicism is expressed through the students, teachers and wider school community living and teaching Gospel Values, with our school motto being 'Alive and Aware'.

We have an extremely talented and professional team of staff members, and a committed parent community. Our school is a fantastic place for children to come and learn, and a rewarding place for teachers to come and teach. It is our collective aim to provide the very best learning opportunities for all of our students.

Parents and carers are of vital importance to the success of our school. Our parents and carers are the first educators. Their positive support of their child's school education provides encouragement to their child, their teacher and helps build the spirit of the school.

Education is a lifetime journey that you begin at Our Lady of the Rosary Catholic Primary School. We are dedicated to preparing your children for their journey of learning.

VISSION & MISSION
STATEMENT

Mission and Vision Statement

Under the guidance of the Holy Spirit and inspired by the example of Jesus Christ, we, the community of Our Lady of the Rosary Catholic School, Wyoming, strive to value and foster the sacredness, achievements and potential of each person.

We will:

Value...

the individuals - children, parents, staff, parish, community - and the environment

Create...

a sense of acceptance, belonging, hope and love

Celebrate and share...

our faith, our common purpose and our achievements, affirming the lives of others

Educate...

the spiritual, physical, academic, personal and social aspects of the children in partnership with parents

Support...

the ideals of Catholic Education

Develop...

a sense of pride in ourselves, our school and its community

GENERAL
INFORMATION

School Address: 92 Glennie Street, Wyoming

School Telephone: (02) 7256 2103

Email Address: olrwyoming@dbb.catholic.edu.au

School Website: www.olrwyomingdbb.catholic.edu.au

School Office Hours: 8:30 am to 3:15 pm

Parish Priest: Fr Peter DeSouza

Parish Telephone: (02) 4324 3962

8:15am	Playground Supervision Commences
8:45 am - 10:45 am	Morning Learning Session
10:45 am - 11:15 am	Recess
11:15 am - 1:15 pm	Middle Learning Session
1:15 pm - 1:30 pm	Lunch
2:00 pm - 2:50 pm	Afternoon Learning Session
2:50 pm	School Dismissal

MEET
THE TEAM

Mr Bernard Cumming
Principal

Bernard Cumming brings a wealth of experience to his role as Principal of Our Lady of the Rosary Catholic Primary School. With over three decades dedicated to Catholic education, his journey began in 1989 as a classroom teacher at Meadow Flat Public School. Over the years, he has held roles including Assistant Principal, Principal, and Religious Education Coordinator at various schools, notably St Michael's School, Dunedoo, and St Patrick's Primary Catholic School, Asquith. Bernard's extensive background also includes service as an Education Officer within the Catholic Schools Office, Diocese of Broken Bay.

Bernard holds a Master of School Management from Central Queensland University, a Master of Arts in Theological Studies from the Sydney College of Divinity, a Master of Theology from the University of Newcastle, and a Master of Education from the Australian Catholic University. His commitment to faith-based education is grounded in his academic pursuits and his dedication to nurturing a values-driven, compassionate, and academically excellent school environment.

Our Lady of the Rosary Catholic Primary School, Wyoming, is truly blessed to have Bernard Cumming as its Principal. His depth of experience, passion for education, and dedication to fostering a faith-filled, supportive community makes him not only an outstanding leader but also a cherished teacher and friend to all.

Ms Michelle Perry
Assistant Principal

Michelle Perry is a dedicated and experienced educator with over 30 years in Catholic education, specialising in Leadership, Literacy, and Religious Education. She holds a Bachelor of Teaching (1995), Bachelor of Education (1999), a Master in Religious Education (2003), and a Master in Educational Leadership (2015).

Throughout her career, Michelle has taught at several respected schools across New South Wales, including St John the Baptist in Woy Woy, Our Lady Star of the Sea in Terrigal, and St Patrick's in East Gosford. She has been part of Our Lady of the Rosary community since 2021.

Michelle's leadership roles have been extensive, serving as a Religious Education Coordinator for eight years, an Assistant Principal for 18 years, and a Literacy Coordinator/Coach, where she has empowered teachers and students alike in literacy for nearly two decades.

Michelle's dedication to educational excellence and her deep commitment to faith-based learning continue to shape her invaluable contributions to her school community and beyond.

Ms Erin Robertson
Religious Education Coordinator

Since graduating in 2012 with a Bachelor of Teaching (Primary) and a Bachelor of Early Childhood Studies, Erin Robertson has brought her passion and expertise to several schools, beginning her journey at St John the Baptist, Woy Woy, before moving to St Cecilia's, Wyong, where she taught Kindergarten and deepened her commitment to faith-based education.

Attending World Youth Day in Poland and completing her Master of Theology highlighted her dedication to spiritual growth. In 2017, Erin joined OLR Shelly Beach, becoming a permanent teacher and taking on leadership roles as Early Stage 1 Coordinator, Sports Coordinator, and Acting Religious Education Coordinator (REC). Her commitment to professional development included presenting at the Sweeter Than Honey Forum.

In 2021, Erin joined OLR Wyoming as a permanent REC and classroom teacher, where she later took on the role of Acting Assistant Principal in 2023 and 2024. Her passion for innovative teaching led her to join the CSBB's Mathematics Expertise Team and complete MultiLit intervention and Mini-COGE training. Erin's journey is marked by her commitment to creating a nurturing, faith-driven educational environment, and her leadership and dedication make her an invaluable part of our OLR community!

THE TEAM 2025

Admin & Support Staff:

School Services Officers: Sue Baptiste and Alison Small
Marketing Officer: Rachel Way
School Counsellor: Jay Moreau
School Counsellor: Karen Leonard
Canteen Manager: Katie Taylor

Coordinators:

Curriculum/ICT Coordinator: Emily Cairns
PBL/Mathematic Coordinator: Mitchell Ducan
High Potential /Gifted Coordinator: Nadine De Melo
Teacher Librarian: Louise Foyel
Music/ Drama Teacher: Ivana Clegg
EAL/D Teacher: Lauraine Fullbrook

Teaching Staff:

Sharmane Arundale, Tegan Bathis, Melinda Byrne, Emily Cairns, Jemma Daley-Pepito, Nadine De Melo, Stefaine Dobb, Mitchell Ducan, Abbie Field, Carly Matthews, Nathan Marzinotto, Lucy Mills, Tiarn Moore, Ashlee Montague, Lara Phillips, Stephanie Prieto, Erin Robertson, Danielle Smith, Jenna O'Brien, and Lyndsey Wiggins

Learning Support Teacher:

Louise Bailey, Bridgette Murray, Nicole Priestland, and Rachelle Tomlinson

TEACHING LEARNING

At OLR, we offer a dynamic curriculum that emphasises critical and creative thinking through visible thinking and an inquiry-based approach. This method is integrated across all subjects, encouraging children to explore deeply, challenge themselves, and learn from both successes and mistakes.

We foster a growth mindset in our students, helping them to persevere and adapt when faced with challenges. This mindset equips them with skills and attitudes that support lifelong learning. Our classrooms prominently feature technology and flexible learning spaces, enhancing the educational experience.

Religious Education: Developed by Catholic Schools Broken Bay, supervised by the Religious Education Coordinator. Includes daily classroom prayer and Mass attendance, with 30 minutes of instruction daily.

English: Focuses on listening, speaking, reading, and writing through various learning experiences. Taught for 6-8 hours per week.

Mathematics: Covers Number and Algebra, Measurement and Space, and Statistics and Probability. Emphasises concept development and real-life application, with 5 hours of instruction per week.

Human Society and Its Environment (HSIE): Includes History and Geography, focusing on people, cultures, and environments, especially Australia's multicultural society. Taught for 1.5-2 hours per week.

Science and Technology: Encourages learning about the natural and man-made environment through inquiry and problem-solving. Taught for 1.5-2 hours per week.

Creative and Performing Arts: Offers music, drama, visual arts, and dance, promoting creativity and self-expression. Taught for 1.5-2 hours per week.

Personal Development, Health, and Physical Education (PDHPE): Covers Health, Wellbeing and Relationships, Movement Skill and Performance, and Healthy, Safe and Active Lifestyles. Taught for 1.5-2 hours per week.

With regards to reading, we expect every student to be reading every day at home - this should not be considered homework, but an action that is integral to their learning. Students could be independently reading or being read to.

"Reading should not be presented to children as a chore or a duty.
It should be offered to them as a precious gift."
Carl Sagan

Reports and External Assessments

Reporting: Parents receive written reports with using the NSW Common Grade Scale at the end of Semesters 1 and 2, including a common language for reporting across Australia.
Assessments: Classroom assessments and some standardised tests are conducted throughout the year. NAPLAN tests are given in Years 3 and 5. Primary students are encouraged to participate in competitions from the University of New South Wales in Mathematics, English, Science, and Technology.
External Assessments: If your child undergoes external assessments (e.g., ears, eyes, psychometric testing), please provide a copy of the report to the school office. It will be forwarded to the class teacher, Principal, and Learning Support Teacher.

Technology

All classrooms have access to a range of technology including predominately iPads and Laptops. The IT program for all students is comprehensive and provides wireless connectivity for use across the school. All our computers and school iPads are networked and have email and internet access. Data projectors and interactive whiteboards are essential teaching and learning tools in all classrooms.

The students learn Coding across the years and have access to 3D printing in the older grades.

WELLBEING FOR LEARNING

OLR prides itself on providing wonderful pastoral care. As a school community we believe that one of the primary aims of school is the development of individuals who are capable of self-direction, of choosing freely, intelligently, and responsibly in accordance with their conscience.

We believe that school, as a preparation for life, should foster the development of self-discipline, self-esteem and self-knowledge and assist each person to grow.

Acknowledging Positive Behaviour & Awards

Our Lady of the Rosary Catholic Primary School community is committed to *acknowledging* students to encourage the behavioural expectations and school values.

We endeavour to acknowledge students through a wide variety of means:

- Body language strategies – smile, gestures, nod, thumbs up, proximity, etc
- Verbal acknowledgment – recognition of how behaviours affect others, single word utterances, praise, descriptive encouraging, etc
- Positive comments in student workbooks
- Being chosen for responsibilities
- Class Reward Systems
- Wellbeing Week “spin the wheel’ tokens

Academic Achievement Awards: Highlighting academic excellence in thinking and learning.

Positive Behaviour for Learning (PBL) Awards: Highlighting behaviour regarding the weekly PBL focus.

At OLR we are

Safe Respectful Responsible Learners

At Our Lady of the Rosary, we do our personal best. Live justly & Respect all.

School Values and Behaviour Expectations

At Our Lady of the Rosary Catholic Primary School, we have clear values and behavioural expectations to ensure a safe and supportive learning environment. Students are taught, encouraged, and supported to exhibit these behaviours, aligning with our school core values.

Positive Behaviour Framework

This is a whole school approach to behaviour management that uses proactive strategies to define, teach, and support positive student behaviours, creating a positive school environment.

Commitment at OLR Wyoming:
We focus on educating children socially, spiritually, academically, emotionally, and physically. We teach them to be safe, respectful, and responsible learners who contribute positively to the community.

Students are encouraged to live out our Catholic faith daily.

Recognition and Rewards:
Teachers give tokens to students who follow school core values. These tokens can be collected for rewards, which vary by class. In the playground, tokens are also collected, and students vote on a whole-school reward.

Minor Behaviours:
These include distractions, being off-task, or talking while the teacher is talking. Students receive reminders to help them understand and correct their behaviour.

Major Behaviours:
These include dangerous or offensive actions like physical aggression, swearing, or consistently ignoring instructions. Parents are notified if their child receives a Major Behaviour.

Communication Channels

The Compass Management System is a convenient portal and app for parents to access their child's student records. With Compass, you can:

- View your child's attendance information
- Enter explanations for absences
- Receive school communications
- Update your contact details

To log in, visit the Compass Portal or download the app from the Apple App Store or Google Play Store. Use the QR codes below to download the free app based on your device.

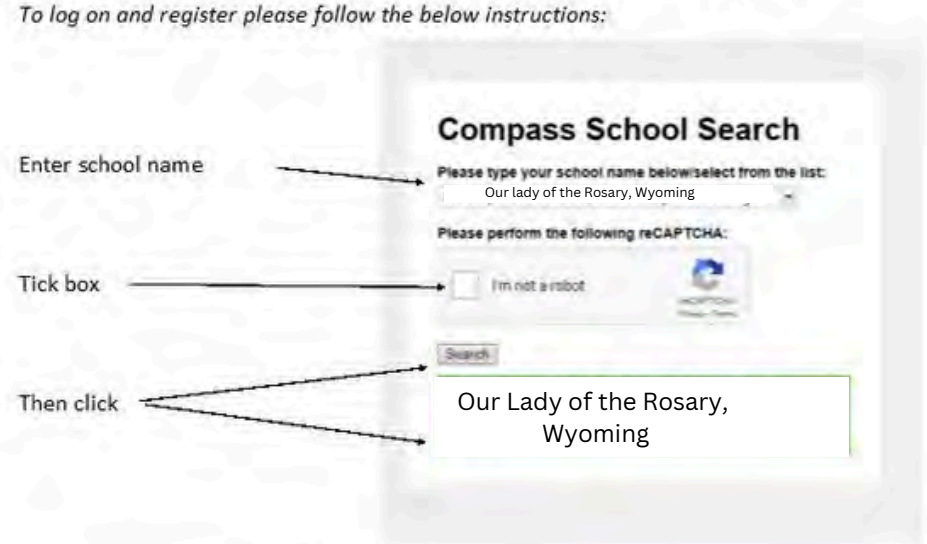
Scan me

Apple iOS

Scan me

Android OS

To log on and register please follow the below instructions:



Once you have pressed "click here to continue" you will enter to the login page where you will enter login details:

Communication Channels

Weekly Newsletter: Contains school updates, events, policy reminders, news, and community happenings. Available every Monday on the school website and through the Compass App.

Facebook Page: The Our Lady of the Rosary Primary School Wyoming Facebook Page features promotional content of school events and updates on upcoming events.

School Website: Visit OLR School Website for comprehensive information about the school for current and prospective parents.

Parent Teacher Meetings: Held Term 1 and midyear. For Years 3-6, these can be three-way learning conversations with the child present. Parents are encouraged to speak with teachers outside class time as needed.

School Reports: Distributed via the Compass Parent Portal in June/July and December. Notifications will be sent via Compass when reports are accessible.

Contact Details: Ensure the school has your current address, mobile, home phone numbers, and emergency contact details to reach you at any time.

Attendance and Absences

Ensure your child attends school on time daily. Regular attendance is crucial for progress. Notify the school of any absences via Compass or contact the school office if you can't use Compass. Class rolls are marked daily, and absence notes are recorded in Compass. If your child is absent in the morning, you'll receive a notification to provide an explanation.

Absence of 10+ Days: If your child will be absent for 10 or more days. Complete and submit a Form A1 Application for extended leave to the school office.

Late Arrival: Accompany your child to the school office to sign in via the Compass Kiosk if they are late. The late arrival slip should be given to the class teacher. The sign-in will override the initial absence mark.

Early Departure: If your child needs to leave early, sign them out at the school office via the Compass Kiosk. The office will notify the class, and your child will meet you in the office foyer.

Medical Matters

Administering Medication: Staff can only administer medication with written instructions from a doctor using the ‘Request to Administer Medication in School’ form. This applies to both prescribed and non-prescribed medications.

Emergency: All staff are trained in Anaphylaxis, Asthma, and CPR. In an emergency, efforts will be made to contact parents or emergency contacts, and necessary measures will be taken by a trained First Aid Officer, Principal or Assistant Principal. Parents must keep contact information up to date and provide an emergency contact other than themselves.

Sickness: If your child is unwell, keep them at home until fully recovered. If a child becomes sick at school, they will be taken to Sick Bay, and the school office will contact parents to arrange for the child to be sent home.

Mobile Phone and Wearable Devices

Messages for Children: You can phone messages for your child into the school office. Mobile phones are not needed during school hours. If your child needs a mobile phone for after-school contact, it should be kept in their bag, turned off, and not used during school time.

Smart Watches: Are not permitted at school.

Lost Property

Lost Items: Lost clothing items are kept for several weeks. If unclaimed, they are either donated or sent to the Clothing Pool. If your child is missing an item, please check with the office or the lost property container outside the canteen. Ensure all items are labeled so they can be returned if found.

Canteen

Canteen Information: The canteen is open on Monday, Wednesday, and Friday for morning tea and lunch. Our Canteen Manager ensures its smooth operation. Lunch orders can be purchased through the FlexiSchool app.

We promote a healthy canteen with food approved by the Health Promotion Unit of Central Coast Area Health. Please help us support this initiative by providing healthy snacks for your children's lunch boxes.

Library

Library Information: The library is open for classes on Tuesdays, Thursdays and Fridays. Mondays are reserved for administrative tasks by the Librarian.

Library lessons focus on fostering a love for literature and teaching students how to use library resources. Students can return and borrow books or work in the library whenever it is open. Parents are also welcome to borrow books. Each student must have a library bag. Lost or damaged books will be charged to the responsible student and repaired or replaced by the Librarian. Donations of books are always appreciated.

Parents are encouraged to read regularly to their children to foster a love of reading. Ideally, children should have thousands of books read to them before starting school. Information Technology is an important part of the library's offerings.

Sport

Sports Activities: Held 1-2 times a week for each grade. Your class teacher will inform you of the specific day at the beginning of the term. Annual events include School Athletic, Swimming, and Cross Country Carnivals. The school participates in the Combined Catholic Schools Swimming and Athletics Carnivals and Gala Days with representatives chosen to compete at the Diocesan level. We are fortunate to have a dedicated Physical Education Teacher who organises the sports program.

Sport Colour Houses: In Kindergarten, students are assigned to one of four colour houses: Blue, Green, Red, or Gold. Siblings are placed in the same house, and other students are allocated to balance numbers.

Schedule of Fees

School Fees: Billed annually at the start of Term 1 by CSBB, due in 10 monthly installments from February to November. Payments can be made more frequently (annually, fortnightly, or weekly) but must be paid by the 21st of each month. Preferred payment method is BPAY, but EFTPOS and Credit Card are also accepted. A Tax Invoice is emailed in Term 1, and monthly statements show payments made.

Financial Assistance: The diocese supports families with limited financial resources.
Appointments with the Principal are essential to discuss assistance. Every family is expected to contribute.

Sibling Discounts: Available for siblings attending diocesan systemic schools:

- Second child: 25% discount
- Third child: 55% discount
- Fourth and subsequent children: 100% discount

Parent Council

Parent Council: Includes parents, guardians, parishioners, school staff, and friends of the school. An executive committee, elected annually, oversees social and fundraising activities.

Aims of the Council:

1. Promote collaboration between the parish community, school staff, and parents.
2. Provide opportunities for parents to support their children's Catholic education.
3. Encourage cooperation among parents, clergy, staff, and students.
4. Offer a forum for faith and educational development discussions, with recommendations made to the School Principal or appropriate authority.

Activities and Meetings: The Parent Council supports the school by providing educational resources and organising social activities. Meetings are held in the fifth week of each term, with the Annual General Meeting in November. Notices are in the school newsletter and minutes are displayed on our website. To raise a discussion item, contact the Council Secretary. The Parent Council operates under Diocesan Policy.

Parents Participation

At OLR, parents are integral to both the school's long-term planning and daily activities, fostering a strong partnership between home and school. Parents collaborate closely with teachers through Parent Teacher Meetings and can request additional meetings outside school hours.

Parent Involvement and Volunteering: Parents, relatives, and volunteers are welcomed to support school events, excursions, canteen, classrooms, and more. Volunteers and contractors must follow child protection protocols, sign in at the office, and receive induction materials, as per legal requirements for safeguarding children.

Ways to Participate

- Events and Meetings: Parents are encouraged to attend Parent Teacher Meetings, information nights, sports carnivals, and assemblies.
- Classroom Assistance: Teachers often invite parents to help with activities like reading or math, especially for younger students.
- Excursions and Social Events: Parents may volunteer as supervisors for excursions or assist in organising school social events through the CSBB Contractor & Volunteer QR code.
- Sports: Parent support ensures smooth organisation of sports carnivals, gala days, and weekly sports.
- Feedback: Parents can share input via surveys on school policies and practices.
- Your participation strengthens our community, enhancing the school experience for all children.

Please scan the QR code below to complete the CSBB Safeguarding Form.

School Uniform Policy

At OLR, all students are expected to wear the full school uniform each day. We greatly appreciate parents' cooperation in supporting and encouraging children to dress according to the school's Uniform Policy.

Uniform Supplier:
All school uniform items can be purchased at Lowes (Imperial Centre, Gosford).

Winter Uniform Options for Girls:
Girls may wear thick tights with the new skort as part of their winter uniform.

School-Specific Items:
Compulsory hats, school bags, and library bags are available exclusively at Lowes

Black Leather School Shoes:
Plain black leather shoes are required (no coloured soles, trim, or platform heels).
Shoes may have buckles, laces or velcro.

White Running Shoes: Only all-white running shoes are allowed for sports days.

All belongings should be clearly marked with your child's full name. This is crucial for identifying items, especially clothing. Parents are encouraged to remind children to check lost property if they misplace anything.

Only minimal jewellery is allowed. Students may wear a watch and a single pair of stud or sleeper earrings. Sacramental chains are permitted if worn discreetly under the tunic or shirt. Ornate jewellery is not allowed.

Hair should be clean, tidy, and modestly styled. Hair shoulder-length or longer must be tied up or plaited with blue or maroon ribbons or scrunchies. Plain blue or natural-coloured hair clips are acceptable. No butterfly clips, decorative headpieces, hair dyes, streaks, or extreme hairstyles are permitted, as these should not draw attention to the student.

Make-up and nail polish are not to be worn at school.

A range of second-hand uniform items is available for a small fee.

Boys Formal Summer/ Winter Uniform

-Blue short-sleeved shirt with collar and school emblem
- Navy shorts
- Navy trousers
- Navy V-neck sloppy joe with school emblem
-Navy microfibre track jacket with school emblem
- Navy socks
- Black leather, polishable school shoes with black laces, buckle, or Velcro

Girls Formal Summer/ Winter Uniform

-Blue short-sleeved shirt with collar and school emblem
-Navy skort
-Navy pants with front pleat
-Navy V-neck sloppy joe with school emblem
-Navy microfibre track jacket with school emblem
-Navy socks or navy tights
-Black leather, polishable school shoes with black laces, buckle, or Velcro

Unisex Sport Uniform

-Sports polo shirt with school emblem
-Navy microfibre shorts or skort with OLR embroidery
-Navy microfibre track jacket with school emblem (same as formal uniform jacket)
-Navy fleece trackpants
-Short white socks
-White sandshoes/joggers

Please Note:

- Year 6 students may wear their Year 6 polo shirt on sports days.
- Zip jackets may be worn on any day as needed.
- Tracksuit pants are to be worn only on sports days.

Staffing

Staff Development Days: These are held throughout the year for planning and professional development. These are pupil-free days, with notice given in advance. Typically, the first and last days of the school year are included.

Supervision: Morning supervision starts at 8:15am. Children should not arrive before this time. After-school supervision ends at 3:10pm. If children are not collected on time, they will be supervised in the front office, and parents will be contacted. An Out of School Hours Care (OSHC) Program is available; contact the office for details.

Staff Meetings: Held every Tuesday afternoon, so staff are unavailable for appointments at this time. Leadership Meetings occur every Monday morning, involving the Principal, Assistant Principal, Religious Education Coordinator, and Curriculum Coordinators.

Casual Teachers: Used when regular teachers are absent. The class program continues as normal with relief teachers familiar to the students.

Travel

Student Opal Cards: Apply for subsidised student travel online at transportnsw.info/school-students. Report lost or stolen cards by calling 131 500 or visiting the website. Infants' class children get free bus travel regardless of distance but still need to apply. Primary children must live 2.3 km from the school to be eligible for a free bus pass.

Travel to and from School: Ensuring proper conduct on buses is a shared responsibility between parents, the bus company, and the school. Teach children public transport rules: stay seated, don't throw objects, be courteous, and don't distract the driver.

For bus services and timetables, contact:

- Busways, Central Coast: 1300 692 929
- Red Bus, Central Coast: 02 4332 8655

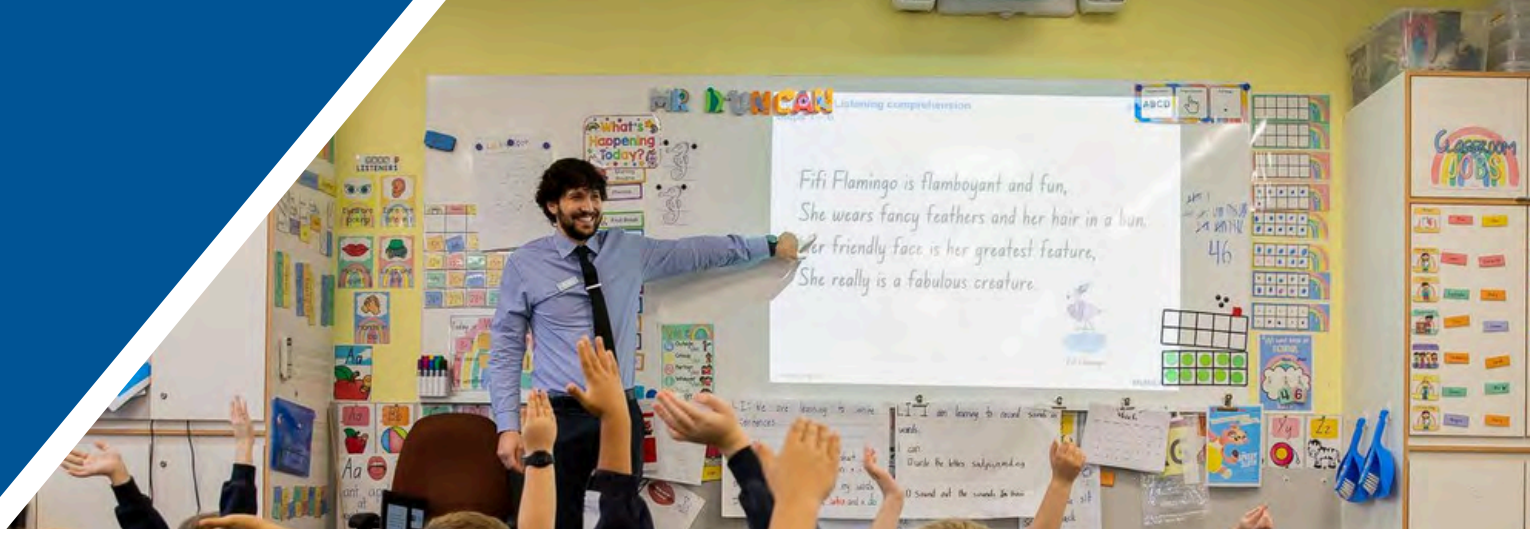


Photo Permissions

We value student privacy and have implemented secure practices across all Catholic Schools in the Diocese of Broken Bay. With the recent purchase of Pixevety, a secure photo management platform, we now store and manage student photos in a safe, privacy-focused system across all 45 schools. Each year, parents will be asked to complete a photograph/video permission form through Compass. This information flows directly into Pixevety, ensuring that only images of students with parental consent are used in newsletters, on Facebook, or in other marketing materials. This system allows us to maintain strong privacy controls for every student.

SAFEGUARDING

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.
Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.

2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.

3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.

4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.

5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal
obligation under the NSW Children and Young Person (care and protection) Act 1998

SAFEGUARDING

PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

· Sign on at the front office, and get a visitors badge from the office as per school procedure. · Complete the CSBB Contractor and Volunteer Engagement form

·Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

APPENDIX 1:
SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our Diocesan Commitment to Safeguarding. We recognise the rights of children as outlined in the Diocesan Framework on the Rights of the Child and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The NSW Child Safe Standards (NSWCSS) and the National Catholic Safeguarding Standards (NCSS) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of
abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline).School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.
We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

APPENDIX 2:
WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.
Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian. Further information can be found in the SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK (January 2021).

APPENDIX 3:
MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:
• Ensure no child or young person is exposed to foreseeable risk of harm;
• Take action to minimise risk;
• Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:
• Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
• Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
• Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
• Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.
More information can be found in SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN (January 2021).

WYOMING O.L.R.
ALIVE AND AWARE

BE YOUR BEST SELF *here*

CATHOLIC SCHOOLS
Broken Bay