

INTERNATIONAL STUDENTS

HANDBOOK 2021



Lauriston
GIRLS' SCHOOL

A school for life

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Welcome to Lauriston

Welcome to Lauriston Girls' School. We look forward to you joining our community and studying in Melbourne. We hope you join the many groups here and participate fully in School life.

While our staff are always willing to help you and offer assistance, this handbook will provide information to help your transition to Lauriston Girls' School. Your student planner and handbook also contains very important information about Lauriston.

It is very important that you understand all of your visa requirements and government regulations relating to attendance, accommodation and academic performance. Make sure you keep the School informed of any changes to your circumstances.

We hope that your time at Lauriston will be a very happy and successful one.

Kind regards,

A handwritten signature in black ink that reads "Susan Just". The signature is written in a cursive style with a large, looping 'J' at the end.

SUSAN JUST
Principal

Mission and Values

Mission

Our mission is to inspire Lauriston girls to be courageous and lifelong learners. They are ethical and compassionate young women who seek to resolve new-world problems and strive to be responsible, global citizens working with others to shape their world.

Vision

Learning programs at Lauriston Girls' School are based around the School's five core values:

Relationships

We communicate openly, honestly and respectfully allowing us to have meaningful connections with each other in the community and beyond. We foster a culture of optimism, collaboration and celebration.

Courage

We are courageous in our approach to managing change; embracing physical, moral and intellectual challenges; and standing up for what we believe. Courage enables us to understand our strengths and act accordingly.

Creativity

We approach learning and teaching with creativity as our cornerstone. We are imaginative, inventive and entrepreneurial. We are open to and champion new ideas and new ways.

Intellectual Curiosity

We engage proactively with the world; determined to better understand, reflect upon and question ourselves, our experiences and the society in which we live. We are critically engaged and curious about all that we encounter and learn.

Engagement in Life

We learn how to connect with others, manage the highs and lows and reap the rewards of our commitments by our purposeful engagement in all aspects of school life. We are motivated to participate and respond to changes in our world.

The School articulates its Mission and Vision through:

- The provision of a curriculum which encourages subject disciplines to use real-world examples in its learning experiences;
- The provision of a curriculum which encourages subject disciplines to develop critical thinking skills and curiosity within students;
- The provision of a Visual and Performing Arts program as part of the co-curricular activities offered to students which encourages creativity and engagement in School activities;

- The provision of a digital fabrication laboratory and use of digital technologies to be used in learning experiences and through the offering of Inquiry projects to students in the Junior School and Signature projects to students from Years 7 to 10 which encourage creativity and the critical skills of design thinking, problem solving and collaboration;
- The provision of a Community Service and Action strategy which promotes student engagement in the School, local and broader community and encourages them to make a contribution;
- The sequential curriculum provided through the personal development curriculum for students which promotes positive relationships with peers and adults;
- The provision of a broad co-curricular program including sport, debating and public speaking, music, drama, interest clubs such as coding and making, for all students to participate in and find their talents.

Term Dates

Term 1

| | |
|----------------------------|--|
| Thursday 28 January | Howqua students depart Armadale |
| Thursday 28 January | Year 7, Year 12 and new students commence |
| Friday 29 January | Students in all other year levels commence |
| Monday 8 March | Labour Day (holiday) |
| Thursday 1 April | Term 1 ends (holiday period includes Easter) |

Term 2

| | |
|-------------------------|---------------------------------|
| Monday 19 April | Howqua Students depart Armadale |
| Tuesday 20 April | Armadale students commence |
| Sunday 25 April | ANZAC Day holiday |
| Monday 14 June | Queen's Birthday (holiday) |
| Friday 18 June | Term 2 ends |

Term 3

| | |
|----------------------------|-----------------------|
| Tuesday 13 July | All students commence |
| Friday 17 September | Term 3 ends |

Term 4

| | |
|---------------------------|---------------------------------|
| Monday 4 October | Howqua students depart Armadale |
| Tuesday 5 November | Armadale students commence |
| Monday 1 November | School closed |
| Tuesday 2 November | Melbourne Cup day (holiday) |
| Tuesday 7 December | Term 4 ends |

Key Contacts



PRINCIPAL
Susan Just



HEAD OF SENIOR SCHOOL
Anne Wallington



ASSISTANT PRINCIPAL - LEARNING AND INNOVATION
Lindy Grahn



VICE PRINCIPAL HOWQUA CAMPUS
Sam Ridley



VICE PRINCIPAL JUNIOR SCHOOL
Chris Toms



SCHOOL COUNSELLOR
Emma Steer



CAREERS COUNSELLOR
Jenny D'Altera



SCHOOL NURSE
Deanne Read



VCE COORDINATOR
Marina Leggatt



IB COORDINATOR
Sandra McCowan



HOUSE COORDINATOR: ANDREWS
Emily Biernacki



HOUSE COORDINATOR: IRVING
Julia Lippold



HOUSE COORDINATOR: MITCHELL
Jodie Mitchell



HOUSE COORDINATOR: KIRKHOPE
Will White

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**YEAR 7
COORDINATOR**

Kate Gilchrist

**YEAR 8
COORDINATOR**

Sue Traynor

**YEAR 9
COORDINATOR**

Jonathan Collenette

**YEAR 10
COORDINATOR**

Lisa Khan



**INTERNATIONAL
STUDENTS
CAPTAIN**

Grace Zhu

**INTERNATIONAL
STUDENTS
CAPTAIN**

Yuhan Li

REGISTRAR

Donna Galloway

**CHINESE TEACHER
& INTERNATIONAL
STUDENT
COORDINATOR**

Joseph Zhou



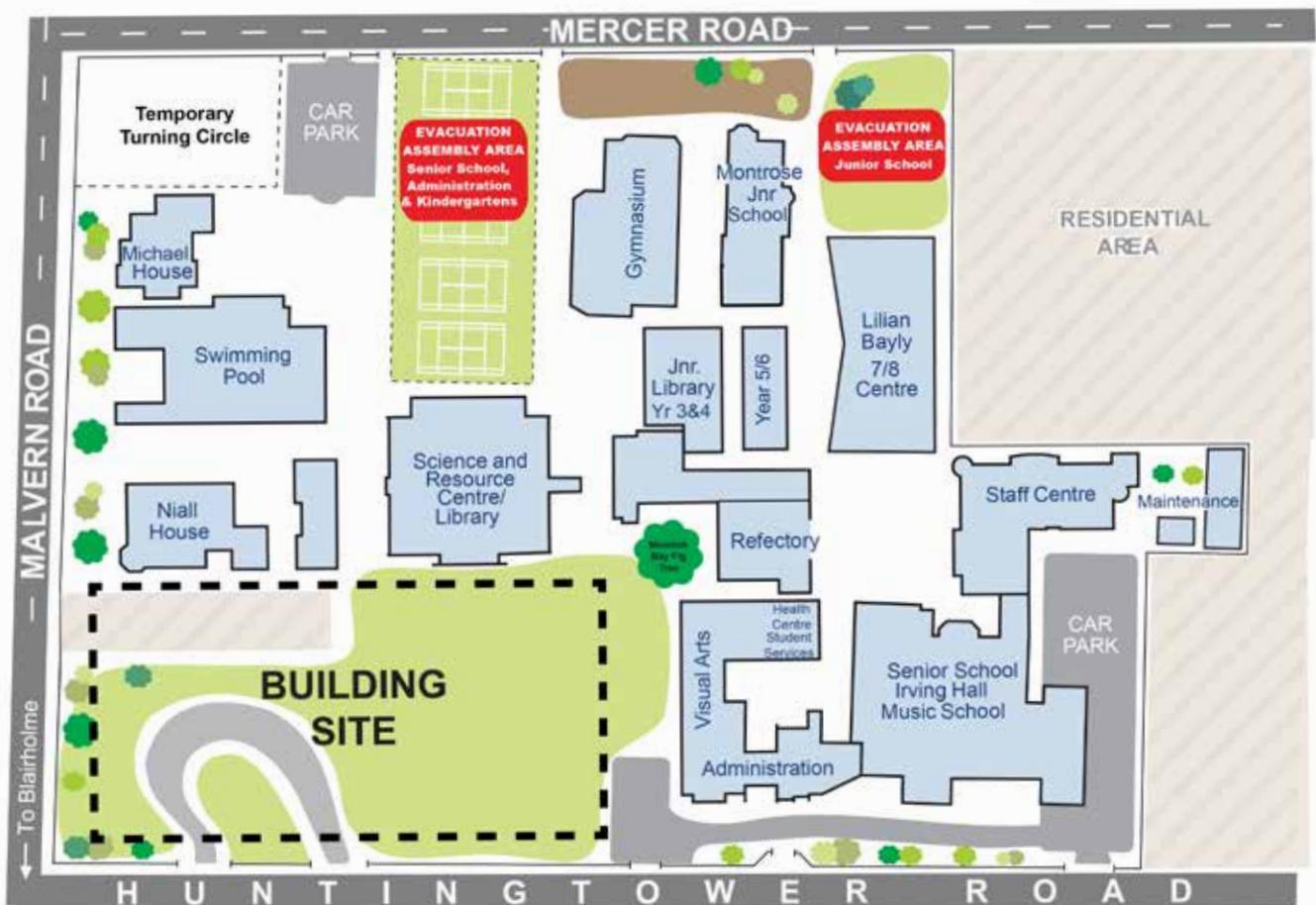
**INTERNATIONAL
STUDENT
SUPPORT**

Jocelyn Wang

**INTERNATIONAL
STUDENT
SUPPORT**

Catherine Wong

Campus Map



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YOUR VISA

To study at Lauriston you must have a current student visa and it is very important you understand its conditions. Please note that Lauriston will closely monitor your visa conditions and is responsible for reporting any breaches of the conditions to Department of Home Affairs after counselling and written warnings are issued. Your international student support person and parents will be notified immediately of any visa breaches. You will find the information on the following website helpful:

www.homeaffairs.gov.au

YOUR INTERNATIONAL STUDENT SUPPORT PERSON

All students, regardless if they are over 18, are required to have an international student support person if they do not live with their parents.

The international student support person have a vital role in ensuring the care and well-being of the student while they are away from the School. In essence, they assist students in a range of ways providing the following services to the student:

- Regular contact with the student and visits once a fortnight
- 24 hour emergency contact
- Representation on behalf of the parents and the student in all matters relating to academic performance, including parent teacher/student conferences and authorising attendance at co-curricular and extra curricular activities
- Assistance in moving to the homestay accommodation
- Organise transportation to and from the airport (if appropriate)
- Assistance with living away from home e.g. setting up bank accounts
- Health and medical guidance and transport to and from medical practitioners at times of illness. Where required, the international student support person will refer authorisation for certain medical procedures to the Principal of Lauriston Girls' School.
- Counselling support (in first language where necessary)
- Translation and assistance to parents in interpretation of school reports, fee payments and school procedures.
- This support service is offered free of charge to international students by Lauriston Girls' School.

LIVING ARRANGEMENTS

- You must live in a Lauriston approved homestay. Your homestay will be visited every six months by the School to ensure it offers appropriate care and conditions. Your homestay will offer a separate bedroom and accommodation that is appropriate for your age and needs.
- The accommodation must be approved by the School and registered with Australian Homestay Network (AHN)
- You will need to register online with AHN at least 1-2 months prior to your arrival in Australia
- If you have any problems with your living arrangements, your international student support person can help you
- You must provide the School with accurate information about your home address, homestay address and telephone numbers
- If you would like to move to a different homestay it is essential to speak to your international student support person before you reach a final decision and give the required two weeks notice to the homestay provider
- Any move will have to be pre-approved by the Registrar
- The minimum age for enrolment of a student in homestay is 13 years.

ATTENDANCE

It is a condition of your student visa that you attend all classes as unsatisfactory course attendance may lead to cancellation of your student visa. You are required to attend all classes unless you are unwell. Any extended absence or absence from VCE or IB assessment requires a medical certificate. Repeated medical absences may be investigated. The International student support person is responsible for ensuring absences are notified to the School, however either the international student support person or homestay providers can notify the School should a student be unable to attend school.

ENGLISH REQUIREMENTS

Lauriston requires students to achieve the following scores on their AEAS test.

| Year Level of Entry | Minimum Application Score | Score required prior to commencement | Stanine Scores |
|---------------------|--------------------------------------|--------------------------------------|----------------|
| Year 4 - Year 6 | 26 or higher (6 - 12 weeks language) | 46 or higher | 5 or higher |
| Year 7 - 8 | 46 or higher (8 - 12 weeks language) | 71 or higher | 5 or higher |
| Year 8 Term 3* | 61 or higher (4 - 8 weeks language) | 80 or higher | 5 or higher |
| Year 10 | 61 or higher (8 - 12 weeks language) | 80 or higher | 5 or higher |
| Year 11 | 70 or higher (4 - 8 weeks language) | 80 or higher | 7 or higher |

*Students are not permitted to enter directly into Year 9.

A student wanting to attend our Year 9 Howqua program must start no later than Year 8, Term 3 and achieve the scores as per above.

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STUDENT PLANNER

Your student planner includes information about term dates, School uniform, lesson (class) and assembly times.

UNIFORM

At Lauriston we are very proud of our uniform. Correct School uniform is to be worn according to the season. You can find uniform information in your student planner. The uniform shop is located above the gym at the Armadale campus.

SICK AT SCHOOL?

The nurse at the Health Centre can help you if you are feeling unwell. The Health Centre is located near Student Services in the Senior School.

PUBLIC TRANSPORT

Melbourne has an interlinking system of public transport. As an overseas student you are eligible for student tickets. All information about public transport information, including how to get to locations and timetables can be found on the Public Transport Victoria website www.ptv.vic.gov.au

The closest stops to our Armadale campus are:

Train: Armadale (Frankston Line)

Tram: Stop 42- Lauriston Girls' School/Malvern Rod (Line 72)
Stop 42- Huntingtower Rd/High St (Line 6)

HOLIDAYS

All students must attend school on the first day of each term and remain at school up to, and including the last day of each term.

Students should only take holidays during the designated school holiday times. Any requests for holiday leave outside must be made in writing and addressed to the Principal. Requests will be considered if the correct form is completed by the parent and/or international student support person, and Homestay provider 4 weeks prior to requested leave date and provided the request is supported by documented family reasons. Late requests may be refused.

Students are required to complete a holiday leave form for every school holiday break and submit it 4 weeks prior to the end of the term, for the Principal's approval.

Students in Years 10, 11, & 12 are expected to attend Valedictory.

TECHNOLOGY

The School runs a one-to-one MacBook Program for students in the Senior School. This program requires the purchase of a MacBook laptop, preferably through the School as we can repair on site. The MacBook, when purchased through the School, comes with a three year extended warranty and breakage insurance support managed by Lauriston's IT Department. This model satisfies the capacity needed to allow students to be creative through our range of software, as well as respecting the financial commitment for families. To comply with application licensing, security requirements and support the purchase of laptops outside this program is strongly discouraged.

Parents who choose to purchase a MacBook outside the program will be responsible for all hardware and software requirements, as well as the insurance and warranty of the laptop. The School will provide minimal support for these machines i.e. setting the student up on the School's wireless network and assisting them with their Lauriston email account.

The Lauriston IT department reserves the right to install or uninstall any software, on any device, it deems necessary to ensure the security and integrity of the Lauriston IT network.

CARING FOR YOUR MACBOOK

The MacBook is the most expensive item on the list of School requirements. Every student is responsible for keeping her notebook secure by storing it in her locker when not in class, which must be kept locked at all times. Students should take their notebook home each night and on weekends.

For their own physical health, students should be aware of the weight of the notebook and textbooks they are transporting to and from school and bring only the materials they need for that day's activities.

IT SERVICE DESK

The IT Service Desk in the library provides support with both software and hardware and is the first point of contact for issues with technology. The IT Service Desk open from 8.00am to 4.30pm and can be contacted via email servicedesk@lauriston.vic.edu.au or by phone on 9864 7511.

If, at any time, there is a problem with a MacBook purchased through the School, students can simply return the computer to the IT Service Desk where they will be offered assistance with any software or hardware issues. If necessary, a manufacturer-approved technician can be organised to provide on-site repair within the Lauriston IT department. Though the IT department strives to provide a same-day service, depending on the severity of the problem, it may not be possible to provide immediate resolution. Loan devices can be provided to students (depending on availability) to avoid any down-time while the machine is being repaired.

Faults covered under the MacBook program warranty include all manufacturer faults. Any faults that are the result of the user's misuse incur the \$150 insurance excess fee. If parents have bought a laptop outside the school laptop program the School is unable to help with specific warranty, insurance and service issues.

USING THE SCHOOL NETWORK

The School has numerous file servers that house applications for the students use. All students are given a school email address and internet access for school related matters and can access the network through either an Ethernet cable or WiFi access points throughout the school grounds.

Students with home networks must ensure settings for these networks do not interfere with their ability to connect to the School network. If students are unable to connect to the school network they should contact the IT Service Desk.

Students in Years 7 and 8 undertake Tutor group sessions in both the technical and cyber security aspects of using their notebooks specifically, and in ICT more generally including social networking sites. The school holds regular assemblies with guest speakers for strategies on managing relationships and electronic communication.

If a student uses email, social media or internet facilities inappropriately, the school may forfeit her computer privileges. More information about network rules and the appropriate use of technology school and home can be found within the IT Support section of the Lauriston Parent Portal.

LIBRARY

The Senior School Library is named the St Leon Library and is on the ground floor of the Science and Resource Centre.

Opening hours are:

- Monday to Thursday: 7.45am - 6pm
- Friday: 7.45am - 5pm

Up to ten books may be borrowed at a time. Magazines, DVDs, videos or posters may only be used in the library area.

Your Year Level Coordinator will assist you in obtaining a library and photocopy access card when you commence.

COUNSELLING AND SUPPORT

Lauriston has a well developed, extensive and cohesive wellbeing program, curriculum and administrative support for all its students, including our international students. Support services, at no additional cost, include the following:

- Subject selection

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- Tertiary course selection advice
- Study skills
- Medical support
- Counselling services

If a student requires further support services, a referral will be arranged by the School at no additional cost.

Moving to a new country and school can be stressful. It is very common to feel that you need support. Lauriston has an extensive structure available. Support is available with careers counselling, subject selection, homestay concerns, schooling concerns and personal issues you may be facing.

You are encouraged to seek help from any of the staff members listed on the Key Contacts page of this booklet (page 4). You can also email the following addresses if you have any concerns:

- Principal: principal@lauriston.vic.edu.au
- Admissions: admissions@lauriston.vic.edu.au
- Senior School: seniorschool@lauriston.vic.edu.au
- Junior School: juniorschool@lauriston.vic.edu.au
- IT Service Desk: servicedesk@lauriston.vic.edu.au
- Accounts: accounts@lauriston.vic.edu.au
- International Student Support Person : info@studentguardians

IN CASE OF EMERGENCY

We hope that you never have to use this number however if you are in an emergency situation and need assistance from the police, ambulance or fire brigade you should ring '000'. If you call this number and it is not an emergency please be aware that there are heavy fines that can be imposed upon you. Please ensure you only use it when you, or someone with you, is in serious danger.

An example of an emergency includes (but is not exclusive to) the following:

- There is a fire out of control at your homestay. Call '000' and ask for the fire brigade.
- You have been physically attacked by someone. Call '000' and ask for the police.
- Your homestay host has collapsed and is unconscious. Call '000' and ask for an ambulance.

You will need to know your exact location so that the emergency service can locate you. You should also contact your international student support person immediately after you have contacted '000' to report the incident.

PAYING SCHOOL FEES

You will receive two fee accounts a year. Payments should be made promptly on receipt of statements. For more details on how to pay your school fees please refer to the **2021 International Students Fee Schedule**, available from the enrolments section of the Lauriston website: www.lauriston.vic.edu.au/enrolments/international-enrolments

If you should decide to leave Lauriston, your parents/legal guardian will have to provide one term's written notice in advance to the school, a date of departure must be included. Failure to do so will incur a penalty of a term's School fees.

If you have any queries regarding your fee accounts, please email accounts@lauriston.vic.edu.au.

LEGAL SERVICES

As a full fee paying student studying in Victoria, students are entitled to protection and support as outlined by Consumer Protection Legislation. Consumer advice can be obtained by either visiting the Consumer and Business Centre, or by contacting the Consumer Affairs Helpline or website.

Consumer Affairs Victoria

Hours of operation, Monday-Friday, 9.00am-5.00pm, except public holidays

Helpline: 1300 55 81 81

Interpreter Service: 131 450

www.consumer.vic.gov.au

Should students require legal advice, the Victorian Government Department of Justice provides legal services through Victoria Legal Aid.

Victoria Legal Aid Phone: +613 9269 0234

HEALTH INSURANCE

The Australian Government requires all full fee international students to have health insurance. The School arranges cover with Medibank Private up to and including three months past the visa expiry date and is payable upon acceptance of a place at Lauriston. Information concerning costs covered by health insurance is available from www.medibank.com.au. Extra insurance is available to cover extra items such as dental, optical and ambulance fees.

COMPLAINTS PROCEDURE

Aim

Lauriston recognises that, from time to time, students and/or their parents may not agree with the School's way of handling a situation or process. If this arises during the schooling of a full-fee paying overseas student (FFPOS), the following steps provide a framework for resolution:

1. Informal Complaints or Appeals Resolution

- a) In the first instance, Lauriston requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- b) Students should contact the relevant Coordinator, Head of House or Registrar in the first instance to attempt mediation/informal resolution of the complaint.
- c) Records of the grievance will be stored in an appropriate and secure manner.
- d) If the matter cannot be resolved through internal mediation, the matter will be referred to the Deputy Principal/Head of Senior School and Lauriston's internal formal complaints and appeals handling procedure will be followed.

2. Formal Complaints or Appeals Handling Procedure

- a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process. Internal complaints and appeals processes are available to students at no cost. Records of the complaint or appeal and the process outcomes will be recorded by Lauriston Girls' School.
- b) The student must notify the School in writing of the nature and details of the complaint or appeal. Written complaints or appeals are to be lodged with the Principal.
- c) Where the internal complaints and appeals process is being accessed because the student has received notice by the School that the School intends to report her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification to lodge a written appeal.
- d) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal. Lauriston undertakes to finalise all grievance procedures within 20 working days of the lodgement of the complaint or appeal with the Principal.
- e) Each complainant has the opportunity to present their case to the Principal or Deputy Principal/Head of Senior School. Students may be accompanied and assisted by support person at all relevant meetings.
- f) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- g) If the grievance procedure finds in favour of the student, Lauriston will immediately implement the decision and any corrective and preventative action required.
- h) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal unless directed otherwise by the Principal.

3. External Appeals Process

- a) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, she will be informed of the external complaints and appeals process available to her at minimal or no cost.
- b) The external body used for Lauriston's external complaints and appeals processes is the Dispute Settlement Centre of Victoria, Department of Justice.
- c) Once a mediator has recommended a course of action, both parties would be expected to abide by the recommendation and to cease further dispute.

4. Definitions

Working Day - any day other than a Saturday, Sunday, Public Holiday during term time, or day of School closure

Student - a student enrolled at Lauriston Girls' School or the parent(s)/legal guardian of a student where that student is under 18 years of age

Support person - a friend/teacher/relative not involved in the grievance

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Appendices

APPENDIX A

Child Safe Policy

APPENDIX B

Privacy Policy

POLICIES AND PROCEDURES

Child Safe Policy



Date December 2016

Review December 2021

Introduction

Lauriston Girls' School is committed to promoting and protecting the interests and safety of children and young people. We have zero tolerance for child abuse.

Everyone working at Lauriston Girls' School is responsible for the care and protection of children and young people and is committed to reporting any incidence of child abuse or concern about possible child abuse.

Purpose

The purpose of this policy is to:

- Facilitate the prevention of child abuse occurring within Lauriston Girls' School;
- Foster and embed at Lauriston Girls' School a culture of child safety;
- Prevent child abuse within Lauriston Girls' School;
- Ensure that all members of the School community are aware of their responsibilities for identifying possible occasions for child abuse;
- Provide a Code of Conduct and guidance to staff/volunteers/contractors to prevent child abuse at Lauriston Girls' School.
- Provide assurance to all stakeholders that any and all suspected abuse will be reported and fully investigated.

Policy

Lauriston Girls' School is committed to promoting and protecting at all times the best interests of children and young people involved in its programs.

All children and young people, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background have equal rights to protection from abuse.

Lauriston Girls' School has zero tolerance for child abuse. Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

Child protection is a shared responsibility between Lauriston Girls' School, all employees, contractors, associates and members of the Lauriston School Community.

Lauriston Girls' School supports and respects all children, young people, staff and parents. We are committed to the continual development of inclusive practices. Lauriston Girls' School is committed to the cultural safety of Aboriginal children and young people, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children and young people living with a disability.

Procedures

Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting about suspected child abuse.

Responsibilities

The School Council and School Executive of Lauriston Girls' School have responsibility for the detection and prevention of child abuse. The School Council delegates responsibility to the School Executive of Lauriston Girls' School for the establishment, implementation and regular evaluation of appropriate and effective internal control systems. In addition, the School Council delegates responsibility to the School Executive for the development, implementation, and regular evaluation of appropriate policies and procedures and a Code of Conduct are in place.

Date reviewed: December 2016; reviewed every 5 years

POLICIES AND PROCEDURES

Child Safe Policy



Responsibilities of school leaders;

- Provide a safe school environment for the protection of children and young people
- Ensure School personnel understand the definitions of child abuse and neglect and carry out their legal obligations, responsibilities and correct procedures when reporting child abuse and neglect
- Support school personnel directly involved with the handling of disclosure and notification.
- Implement policies and organisational procedures which provide children and young people with a safe school environment. This will be done in consultation with the School Council and parent community.
- Promote models of behaviour between school personnel and children and young people based on mutual respect and consideration.
- Ensure that student management practices respect the dignity of children and young people
- Provide training and development opportunities for school personnel to develop curriculum in the care, wellbeing and protection of children and young people.
- Initiate and support the implementation of child protection and abuse prevention curriculum at the classroom level so that children and young people have access to these programs throughout their school years.
- Monitor and evaluate child protection and abuse prevention curriculum
- Provide families with information about the protection and abuse prevention curriculum.
- Ensure appropriate confidentiality of information concerning children and young people in cases of suspected abuse or neglect.

Responsibilities of School personnel (including paid and unpaid volunteers):

- Treat children and young people with dignity and respect, to act with propriety, provide a duty of care and protect children and young people in their care
- Notify the Principal or her/his delegate if in the course of their work, they suspect on reasonable grounds that a child or young person has been or is being abused or neglected.
- Provide a physically and psychologically safe environment where the wellbeing of children and young people is nurtured.
- Undertake regular training and education in order to understand their individual responsibilities and those of the School, in relation to child protection and the health and wellbeing of children and young people
- Teach children and young people skills and assist them to develop an understanding which will empower them to achieve and maintain personal safety and wellbeing and to ensure they are aware of ways in which they can raise concerns of abuse and receive support within the School
- Assist children and young people to develop positive, responsible and caring attitudes and behaviours which recognize the rights of all people to be safe and free from harassment and abuse.

Date reviewed: December 2016; reviewed every 5 years

POLICIES AND PROCEDURES

Child Safe Policy



Definitions

Child means a person who is under the age of 18

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

Child Abuse includes-

- a) Any act committed against a child involving –
 - i. A sexual offence; or
 - ii. An offence under section 49B (2) of the Crimes Act 1958 (grooming);And
- b) The infliction, on a child, or-
 - i. Physical violence; or
 - ii. Serious emotional or psychological harm; and
- 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.

Aboriginal Child means a person under the age of 18 who:

- Is of Aboriginal or Torres Strait Islander descent;
- Identifies as Aboriginal or Torres Strait Islander; and
- Is accepted as Aboriginal or Torres Strait Islanders by an Aboriginal or Torres Strait Islander community

Children from culturally and/or linguistically diverse backgrounds means a child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken and have because of their parents identified on a similar basis.

Children with a disability means children or young people with a physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects their ability to undertake everyday activities.

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

- a) Campus of the school
- b) Online school environments (including email and intranet systems); and
- c) Other locations provided by the school for a child's use.

Child safe organisation in the context of the Child Safe Standards, is one that meets the child safe standards by proactively taking measures to protect children from abuse.

School governing authority means:

- a) The proprietor of a school, including a person authorised to act for or on behalf of the proprietor; or
- b) The governing body for a school, as authorised by the proprietor of a school or the ETR Act, or
- c) The Principal, as authorised by the proprietor of a school, the school governing body, or the ETR Act

School Staff means in a non-government school, an individual working in a school environment who is:

- i. Directly engaged or employed by a school governing authority
- ii. A volunteer or a contracted service provider

Date reviewed: December 2016; reviewed every 5 years

POLICIES AND PROCEDURES

Child Safe Policy



Employment of New Personnel:

Lauriston Girls' School undertakes a comprehensive recruitment and screening process for all employees and volunteers which aims to:

- Promote and protect the safety of all children and young people under the care of the school;
- Identify the safest and most suitable people who share Lauriston Girls' School's value and commitment to protect children and young people; and
- Prevent a person from working at Lauriston Girls' School if they pose a risk to children and young people.

Lauriston Girls' School requires all employees and volunteers to pass through the school's recruitment and screening processes prior to commencing their engagement with the school.

Persons applying for a role as a teacher with Lauriston Girls' School must be registered with the Victorian Institute of Teaching.

Persons applying for a role in a non-teaching capacity with Lauriston Girls' School must have a valid Working With Children Check.

In accordance with the applicable legal requirement or school policy, Lauriston Girls' School will make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:

- a) Working with Children Check Status, or similar check;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

Lauriston Girls' School will undertake thorough reference checks as per the approved internal procedure.

Once engaged, employees and volunteers will review and acknowledge their understanding of this Policy.

Risk Management

Lauriston Girls' School will ensure that child safety is a part of its overall risk management approach.

Lauriston Girls' School will have risk and compliance sub-committee committed to identifying and managing risks at the school. Risk and compliance sub-committee members will receive regular training in relation to child safety.

Reporting:

Any staff member, volunteer or contractor must follow the reporting procedures as they are outlined in the Lauriston Girls' School Child Protection Policy (Mandatory Reporting).

Investigating:

If the Department of Human Services (Child Protection Services) or the police decide to conduct an investigation of a report made, all employees, contractors or volunteers are expected to co-operate fully with the investigation, unless there is some legal reason for them not to do so.

Whether or not the authorities decide to conduct an investigation, the Principal will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal may decide to facilitate such an investigation. All employees, contractors and volunteers are expected to co-operate fully with the investigation.

Some investigations are inherently complex and sensitive in nature, and therefore would be conducted by an appropriately qualified external investigator, while affording those involved natural justice and procedural fairness.

The Principal will make every effort to keep any investigation confidential; however, from time to time other members of staff and/or the school community may need to be consulted in conjunction with the investigation.

Date reviewed: December 2016; reviewed every 5 years

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Child Safe Policy



Responding:

If it is alleged that a member of staff, contractor or volunteer may have committed an offence or have breached Lauriston Girls' School policies or its Code of Conduct, the person concerned may be stood down (with pay, where appropriate) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence, or a breach of the school's policies or Code of Conduct has occurred, then disciplinary action may follow, up to and including dismissal. The findings of the investigation will also be reported to any external body as required. The accused person will be entitled to be represented if and when any internal disciplinary action takes place.

Privacy:

All personal information considered or records will respect the privacy of the individuals involved unless there is a risk to someone's safety. Lauriston Girls' School has safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

Review of Policy:

Every two years, and following every reportable incident, a review shall be conducted to assess whether the school's child protection policies and procedures require modification to better protect the children and young people under the school's care.

Related Documents

- Privacy Policy
- Mandatory Reporting and other obligations
- Child Protection Policy
- Code of Conduct
- Respectful Relationships Policy

Date reviewed: December 2016; reviewed every 5 years

POLICIES AND PROCEDURES

Privacy Policy



Date **May 2018**

Review **May 2020**

Introduction

This statement outlines the Lauriston Girls' School policy on how the School uses and manages personal information it receives or collects. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to School's operations and practices, and to make sure it remains appropriate to the changing school environment.

Lauriston Girls' School is also bound by the Health Records Act 2001 (Victoria). This legislation contains Health Privacy Principles which are substantially similar to the National Privacy Principles but are more detailed in dealing with health information. Health information about current and former employees is covered by the Health Records Act and the Health Privacy Principles.

Types of Information

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the School;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

Personal Information You Provide

The School will generally collect personal information about an individual by way of forms filled out by parents and / or students, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and students provide personal information.

Personal Information Provided by Other People

In some circumstances the School may be provided with personal information about an individual from a third party; for example a report provided by a medical professional or a reference from another school.

Exception in Relation to Employee Records

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

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Use of Information

The School will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and are reasonably expected, or to which individuals have consented.

Students and Parents

In relation to personal information of students and parents, the School's primary purpose of collection is to enable the School to provide ongoing education and pastoral care for students. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the School and beyond.

The purposes for which the School uses personal information of students and parents include:

- Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day to day administration;
- Looking after students' educational, social and medical wellbeing;
- Seeking donations and marketing for the School; and
- Satisfying the School's legal obligations and allowing the School to discharge its duty of care.

In some cases where the School requests personal information about a student or parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

Job Applicants, Members of Staff and Contractors

In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- Administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the School; and
- To satisfy the School's legal obligations, for example, in relation to child protection legislation and child safety standards

Volunteers

The School obtains personal information about volunteers who assist the School in its functions, to enable the School and the volunteers to work together, to satisfy the school's legal obligations, including compliance with child protection legislation and child safe standards.

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Marketing and Fundraising

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information which is not sensitive information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the Lauriston Foundation, Lauriston Parents Association, Old Lauristonians Association and school associations.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If an individual or a parent/guardian does not wish personal information to be disclosed for these purposes, they may contact the Director of Marketing and Communications or the Director of Advancement to make the necessary arrangements for the non-disclosure.

Disclosure of Personal Information

The School may disclose personal information, including sensitive information, held about an individual to:

- Another school or educational institution, if required by law;
- Government departments, if required by law;
- Medical practitioners;
- People providing services to the School, including specialist visiting teachers and sports coaches;
- Law enforcement agencies;
- Debt collection agencies; and
- Anyone the School has been authorised to disclose information to.

Sending Information Overseas

The School will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the Australian Privacy Principles.

Treatment of Sensitive Information

In referring to 'sensitive information', the School means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and Security of Personal Information

The School's staff members are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

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The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-warded access rights to computerised records.

Updating Personal Information:

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the Receptionist at any time. The Australian Privacy Principles require the School not to store personal information longer than necessary.

Right to Access Personal Information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the Principal in writing.

The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your request and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

Consent and Rights of Access to Information Regarding Students

The School respects every parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The School will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion and on the request of a student, grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warrant.

Medical Information

Medical information of Lauriston staff is covered by the Health Records Act and the Health Privacy Principles. This section of the policy extends to health information collected by the School about staff as well as students and other individuals and may include:

- Emergency contacts, next of kin;
- Names of doctors, dentists and other health professionals;
- Assessments, referrals, correspondence with parents;
- Health fund details, ambulance subscription and Medicare number;

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- Medical background (including conditions, treatments etc.);
- Immunisations;
- Nutrition, dietary requirements; and
- Diagnosis of disorders, learning difficulties.

Medical information is only collected from individuals, or where the individual is a student, from or with the consent of parents/guardians. This information is collected:

- In order to provide a health service. This includes activities to assess, maintain or improve the individual's health, for diagnosis or treatment or dispensing prescription drugs (as prescribed by a registered practitioner)
- To assess a student's, an employee's, or another individual's ability to participate in certain activities;
- To assess an employee's fitness to return to work after serious illness or injury.

Generation and use of online accounts by students under the age of 13 years

From time to time students will access School approved sites that are relevant to teaching and learning. The School will create online accounts using their Lauriston Girls' School email account. The students will adhere to the Terms and Conditions of the sites.

Enquiries

If you would like further information about the way the School manages the personal information it holds, please contact the Principal's Personal Assistant.

Any complaints in relation to the School's privacy management will be handled as per the School's Complaints Policy.

Responding to privacy breaches

Commencing on 22 February 2018, changes to the federal Privacy Act make it compulsory for schools to notify specific types of data breaches (Notifiable Data Breaches NDBs), to individuals affected by the breach, and to the Office of the Australian Information Commissioner (OAIC). A data breach occurs where "personal information held by an agency or organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse interference."

As with most of the Privacy Act, this requirement applies to all non-government schools, unless they have revenue of less than \$3 million and they do not provide a health service.

Not all data breaches will be NDBs. A NDB is defined as a data breach that is likely to result in serious harm to any of the individuals to whom the information relates. Serious harm could include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation. Not all instances of unauthorised access or use of personal information will come under the mandatory reporting regime. The Privacy Act refers to an "eligible data breach", while the OAIC uses the term NDB on their website.

For more information regarding Child Safe Standards, please visit <https://www.lauriston.vic.edu.au/about/governance/child-safe-standards>

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Under the Act a data breach must be notified where:

- there is unauthorised access to, or unauthorised disclosure of, personal information
- A reasonable person would conclude that the access or disclosure would be likely to result in serious harm to any of the individuals to whom the personal information relates.

OR Personal information is lost in circumstances where:

- unauthorised access to, or unauthorised disclosure of, the information is likely to occur; and
- Assuming that unauthorised access to, or unauthorised disclosure of, the information were to occur, a reasonable person would conclude that the access or disclosure would be likely to result in serious harm to any of the individuals to whom the information relates.

Examples of a data breach which may meet the definition of an eligible data breach include when: a device containing a member of the school community's personal information is lost or stolen e.g. a laptop; a database containing personal information is hacked; or personal information is mistakenly provided to the wrong person.

Serious Harm

The Explanatory Memorandum to the Act explains that serious harm could include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation and other forms of serious harm that a reasonable person in the school's position would identify as a possible outcome of the data breach. The Explanatory Memorandum also emphasises that though individuals may be distressed or otherwise upset at an unauthorised access to or unauthorised disclosure or loss of their personal information, this would not in itself be sufficient to require notification unless a reasonable person in the school's position would consider that the likely consequences for those individuals would constitute serious harm. It is expected that a likely risk of serious financial, economic or physical harm would be the most common likely forms of "serious harm" that may give rise to the notification.

What Happens When There Has Been a Notifiable Data Breach?

Where an eligible data breach is suspected or believed to have occurred, the school:

- Carries out a risk assessment in the event that an eligible data breach is suspected;
- Prepares a statement of prescribed information regarding an eligible data breach that is believed to have occurred;
- Submits the statement to the OAIC;
- Contacts all affected individuals directly or indirectly by publishing information about the eligible data breach on publicly accessible forums.

Each of these steps is explained in more detail below.

Suspected Eligible Data Breach

If the school suspects an eligible data breach may have occurred it must conduct a risk assessment which involves:

- Assessing whether there are reasonable grounds to believe that the relevant circumstances amount to an eligible data breach. This must be as prompt and efficient as practicable in the circumstances;

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- Taking all reasonable steps to ensure that the assessment is completed within 30 days after becoming aware of the breach.

The school may undertake a risk assessment where an individual has made a complaint in relation to the security of personal information and the school suspects that an eligible data breach may have occurred, but further information is required to ensure the criteria of an eligible data breach is met. If the risk assessment reveals that an eligible data breach has occurred, the school then follows the notification requirements under the Act and notifies both the OAIC and if practicable, the individual/s affected.

Notifying the OAIC

Once a school has reasonable grounds to believe that there has been an eligible data breach, the school:

- prepares a Statement in the prescribed format
- gives a copy of the Statement to the OAIC as soon as practicable after the school becomes aware of the eligible data breach.

The Statement sets out:

- the identity and contact details of the school;
- a description of the eligible data breach that the school has reasonable grounds to believe has happened;
- the kind/s of information concerned;
- Recommendations about the steps that individuals should take in response to the eligible data breach that the school has reasonable grounds to believe have happened.

If the school believes that another entity regulated by the Act is involved in the eligible data breach, the Statement must include information about the other entities.

Notifying the Individual/s

As soon as practicable after notifying the OAIC, the school notifies each of the individuals to whom the relevant information relates or notifies each of the individuals who are at risk from the eligible data breach. In each case, the school take such steps as are reasonable in the circumstances to notify the individuals. What is practicable will involve considerations about the time, effort or cost of a notification. The school will also publish a statement on its website; and take reasonable steps to publicise the contents of the Statement it prepared for the OAIC.

Complaints handling and Australian Privacy Principles (APP) breaches

The APPs require the School to take such steps as are reasonable in the circumstances to implement practices, procedures and systems relating to the School's functions or activities that will enable it to deal with enquiries or complaints about its compliance with the APPs.

The School advises individuals in our Privacy Policy of how they may complain about a breach of the APPs and how the School will deal with that complaint. A copy of the School's Privacy Policy can be found on the school's website.

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Consent and young people

(Specific guidance from the Association of Independent Schools)

The Privacy Act does not distinguish between adults and children and thus clearly envisages that young people are to be afforded rights in respect of their privacy. However, the APPs do not differentiate between children of different ages and thus it is difficult to determine when it is appropriate to seek consent from students.

In relation to consent and young people, the APP Guidelines provide as follows:

The Privacy Act does not specify an age after which individuals can make their own privacy decisions. An APP entity will need to determine on a case-by-case basis whether an individual under the age of 18 has the capacity to consent.

As a general principle, an individual under the age of 18 has capacity to consent when they have sufficient understanding and maturity to understand what is being proposed. In some circumstances, it may be appropriate for a parent or guardian to consent on behalf of a young person, for example, if the child is young or lacks the maturity or understanding to do so themselves.

If it is not practicable or reasonable for an APP entity to assess the capacity of individuals under the age of 18 on a case-by-case basis, the entity may presume that an individual aged 15 or over has capacity to consent, unless there is something to suggest otherwise.

An individual aged under 15 is presumed not to have capacity to consent.

The Australian Law Reform Commission (ALRC) also considered the issue of consents by children and young people and recommended that the Privacy Act should be amended to provide that where an assessment of capacity to provide consent 'is not reasonable or practicable' an individual of the age of 15 or over should be capable of giving consent and a person under that age should be presumed not to be capable of giving consent.

The ALRC also noted that people with parental responsibility had some authority to make decisions on behalf of their children who lacked capacity if it was part of a duty to provide for their welfare but did not suggest that such authority extended to all situations.

In approaching the issue of privacy for Schools it is important to remember that the underlying arrangement between the School and parents is contractual. Parents are engaging the School to provide schooling for their child on the terms agreed by the parties. The School's authority over the child derives from the contract with the parents and its duties of law.

A parent is recognised by the common law as having the right to make decisions concerning the child's education and to bring up their child in the religion of their choice. In all States and Territories the age of majority is 18 years.

For these reasons, one approach would be for the School to adopt the view that in many circumstances, the contract with the parents will govern their relationship with the child in relation to privacy, and thus consents given by parents will act as consents given on behalf of the child and notice to parents will act as a notice given to the child.

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However, this approach will not be appropriate in all circumstances. A School should recognise that young people do have rights under the Privacy Act and in some circumstances it would be appropriate to seek consents from them, particularly when they are aged 15 or over, as indicated by the APP Guidelines and ALRC. No doubt in most cases decisions whether to seek information or consents from students or from parents is likely to follow current practices. Thus, for example, where a student puts his or her name down to take part in a team, the student would usually be impliedly consenting to it being disclosed to a relevant party to enable him or her to compete. As a student reaches greater maturity, the more important it will become to consider whether a parent should be asked for consent or the student. Hopefully in most cases common sense will provide the answer.

For example, in most cases it would be appropriate for the School to collect from a mature student personal (and sensitive) information about the student gained through an interview with the student. Also, there will be many instances throughout a student's schooling where it would be impracticable and inappropriate to first obtain a parent's consent when collecting personal information from a student (eg. during day to day classroom activities). In respect of collecting personal information about students from parents, it is suggested that it is sufficient if parents are given a collection notice informing them of the requirements set out in APP 5.2, then students do not have to be specifically informed.

Another potential concern is that students may attempt to claim a right to prevent disclosure of personal information to a parent, such as their School report. The 'standard collection notice' seeks to overcome this by informing parents that the School will disclose personal information about a student to the student's parents. If a student attempted to restrict disclosure of personal information (such as a School report) to a parent, it is reasonably clear that this would be a permitted purpose as being a related purpose to the purpose for which the information was collected. This does not prevent the School exercising its discretion to restrict disclosure of the personal information.

Particular issues may arise in the context of information provided to staff members, including counsellors, by students 'in confidence' that is, where the student has asked or expected the staff member not to disclose it. One factor when considering how to deal with such situations will be the age and capacity of the students to provide or refuse consent.

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