



# Playford

## Primary School

excellence & empowerment

### ***Policy Documents***

- **Attendance**
- **Uniform**
- **Sun Smart**
- **Medical**
- **Nut Aware**
- **Behaviour Management**
- **Anti-bullying**
- **Mobile Phones**
- **Volunteer**
- **Cyber Safety**
- **Brain Food**

*The enrolling parent/caregiver has signed and agreed to read and understand Playford Primary School's Policies. If you have any queries regarding any of the Policies please do not hesitate to contact the school to discuss your concerns.*



Government of South Australia  
Department for Education

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# Attendance Information for Parents/Caregivers

## School Times

- Lesson times are from 8.55am to 3.05pm. A teacher is on duty from 8.30am to 8.55am in the mornings and from 3.05pm to 3.25pm after school.
- Students can enter classes at 8.50am. Siren sounds at 8.55am for the lessons to start.
- Before and After School Care is provided from 6.30am in the mornings and until 6.00pm in the evenings. Please contact OSHC on **8254 4198** if you require this service.
- If your child is going to be absent from school please let the school know either by direct contact, phone call, a note in your child's diary or SMS to **0416 906 281** explaining the reason for the absence.

## What should I do if my child is late for school or needs to leave early?

If a student arrives at school after 8.55am the student must sign in at the Front Office and collect a late slip. The parent/ caregiver must provide a reason for the lateness either in person when signing them in, via a phone call or a note in the child's diary. If you are collecting your child early the parent/caregiver needs to sign the child out at the Front Office first and collect an early dismissal slip to hand to the child's teacher.



## Compulsory enrolment and attendance at school

Under the Education Act of South Australia, parents and /or caregivers are held responsible for the regular attendance of all children in their care. All children aged between 6 and 17 years of age must be enrolled and attend school regularly. The Department states that absence is considered as:-

- Habitual if it is 5 days absent per term
- Chronic if it is 10 days absent per term.

It is the school's responsibility to follow up any absences that fall into either category.

## Is regular attendance important?

**Yes:** If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the junior and primary years often leads to the development of poor attendance at high school.

***Seven days absence per term from Reception to end of Year 6 equals one year of schooling missed.***

***Half an hour late each day equals five days absence per term.***

***Punctuality is also important. The first part of the morning is crucial to set the students up for a successful day. Information is shared and instructions are given.***

## Must I notify the school if my child has been away?

**Yes:** it is expected that you notify the school of absences as they occur. Student absences can be sent as a SMS to: 0416 906 281. On return to school, if your child has been absent for three or more days due to illness, a note is required from the child's doctor to cover the absences.

## **What happens if students are absent without either a phone call or a note from the parent/caregiver?**

The following steps will be taken.

- Teachers will initially contact parents.
- If unexplained absences continue a letter will be sent to the parents from the Principal explaining our concerns.
- If the attendance problem continues the Principal, in consultation with the teacher, will refer the matter to our Social Workers (Truancy).

## **What is the role of the Social Workers (Truancy)?**

Social Workers (Truancy) are members of the Department for Education professional teams providing a supportive service to students, parents and/or caregivers and school staff. Their aim is to assist with the full participation of all students in education.

Social Workers (Truancy) may assist by:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

**If you are concerned about your child's attendance at school please have a chat with their class teacher.**

## **Short family holidays during school time**

Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to one calendar month. Parent/caregivers should complete an 'Application for Exemption from School' form and forward to the Principal giving relevant details of the holiday. Exemption forms are available from the Front Office. Parents/caregivers will be notified in writing if temporary exemption has not been approved.

## **Leave longer than one month**

If you are going on a long holiday you still need to apply to the Principal. All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to complete an 'Application for Exemption from School' form and forwarded to the Principal. This exemption is then forwarded to the Department for Education District Office for approval by the Education Director.



Students at Playford Primary School wear their school uniform proudly and present a positive image to the local community.

This policy explains the dress code which all students are expected to follow. It has been developed in conjunction with students, staff and Governing Council.

## Why does Playford Primary have a school uniform?

Almost all schools in South Australia have a school uniform policy. **The key reasons for having uniform clothing items are:**

- The ready identification of students by staff (for student safety, differentiating students from outsiders that may enter the school grounds).
- The need to further project a positive image of the school in the community and for excursions.
- The widely acknowledged view that uniform clothing items are the most economical form of school attire.
- Stops competition between students involving name brand clothing.
- It allows all students to learn in a safe, non – threatening environment without daily pressure from peer fashion.
- It encourages a pride within the school that involves all students.
- Allow students to access all aspects of the curriculum.

## School uniform purchases

Uniform can be purchased from the Payments Window during opening times. Items of uniform can be ordered via the Front Office using our secure Payment Slot any day during school hours. Most items are kept in stock. Orders, with payment, are generally filled the same day and sent to class at the end of the school day.

EFTPOS is available. Price lists and order forms are available from the Front Office, specifying all styles. Families in genuine financial difficulty can contact the Principal for assistance.

When uniform items are no longer required and are in good condition, they may be advertised on the community pin up board.

**All students are expected to wear a school uniform (dress code) at all times.**

### Uniform Options

- Royal blue polo shirt
- Navy school hat
- Navy shorts
- Navy leggings under dress
- Navy skirt/skort
- Royal blue fleecy jacket
- Navy track pants
- Royal blue fleecy jumper
- Approved summer dress (see website for pattern/colour)

All students are expected to wear the school hat at all times while outside.

Year six students will have the opportunity to purchase a school designed and approved commemorative senior jumper, to be worn in their senior year only.

**It is advisable for parents/caregivers to clearly label all uniform items with their child's name.**

Our school sells a range of school uniform items.

- Royal Blue Polo Shirt with the school logo
- Royal Blue Full zip or 1/4 zip Fleecy Jumpers
- Navy Shorts & Skorts
- Summer Dress
- Navy Fleecy Pants & Summer Tracksuit Pants
- Navy Hat

Our main aim is to ensure that all students wear a uniform that makes them readily identifiable as a Playford Primary School student. We ask any student coming to school in a non-uniform item to report to Student Services



### Acceptable accessories

- Piercings: Ears - Stud or sleepers only. For safety reasons earrings must not be more than 2cm in diameter. Nose – Stud only, to eliminate it catching.
- One single strand necklace that has no large hanging pendant etc. This means no chunky chains or fashion accessories (chains must be easily breakable, to prevent strangulation)
- Watch.
- One signet or band ring, one bracelet.
- Clear/nude nail polish.
- Hair clips, ribbons that do not interfere with the wearing of the school hat.
- Jewellery cannot be worn if deemed unsafe whilst involved in any sporting activities and students may be asked to remove them for other school activities.

### Unacceptable clothing and accessories

Unacceptable dress includes:

- Clothing not in school colours as outlined in this policy. Coloured parkers/outdoor jackets may be worn during playtime only.
- Clothing with hoods, advertising slogans, insignias or derogatory comments.
- Jeans or bike shorts.
- Clothing which is not sun smart, including low cut, singlet and strappy tops.
- Inappropriate, unsafe footwear including thongs/crocs, ugg boots, platform and high heels.
- School hats with brims cut out or with graffiti.
- Clothing in a poor state of repair.
- Royal Blue skivvies are only to be worn under jumpers or long sleeve polo shirts.
- Wearing of make-up and coloured nail polish.
- Dresses/Shorts/Skirts that are shorter than the middle finger of a student's hand when by their side.

## Special Days

### Sports Day:

Students wear sports outfits and add decorations to show their team loyalty. On this day students are allowed to come to school with their hair coloured in their team colour. This may however only be spray on colour that can be washed out that evening. Hats must be worn. Sprays cannot be brought to school.

### Other Special Days:

Every now and then the school will announce a special day like "Loud Shirt Day" or a casual day to raise funds for the school or a charity. Students

coming in non-uniform must conform with safety requirements as outlined in this policy. For example, sun smart and jewellery safety requirements will need to be followed.

### Excursions:

Full school uniform unless written notification is sent home from the school outlining other arrangements have been made.

## Each breach of policy will be treated individually and confidentially

- Consequences will be negotiated and we strive to be consistent and fair.
- Parents/caregivers will be notified if inappropriate clothing is worn and be requested to provide suitable clothing.
- Students will be asked to remove non uniform jewellery and collect it from the office at the end of the day.
- Where there is a repeated problem the school may require one of the second hand uniforms to be worn for the day.

Should a student be unable to wear their uniform for a day, communication with a reasonable excuse must be presented to the school.

## Exemptions

The State Government is fully supportive of uniform policies being established in primary schools, but provides exemptions on the following grounds:

- Genuine religious, cultural or ethnic needs.
- Genuine financial, medical or family sickness reasons.

In all situations, parent/caregivers can only gain exemption through approval from the Principal after written request. This policy describes the way we expect students to dress when they come to Playford Primary School. It can never contain every item and state 'yes' or 'no' to its wearing.

We expect to be asked should you be unable to interpret our meaning in regard to a specific item that has become fashionable or we have not mentioned.

Our students look good constantly, and visitors to our school commend us on our students. We thank each family for the cooperation we receive.

The objective of this policy is to implement a comprehensive Sun Protection Plan that actively protects students and staff from dangerous overexposure to the sun. This is reflected through curriculum activities, the behaviour of students, staff, parents and caregivers and the environment around the school.

This policy is endorsed so that all students and staff are protected from harmful ultraviolet (UV) rays. Skin damage caused by harmful UV rays can lead to serious skin cancer (melanoma) in later life. Australia has the highest incidence of skin cancer in the world, with skin cancers accounting for around 80% of all new cancers diagnosed each year. At least every 2 in 3 Australians will be diagnosed with skin cancer by the age of 70.

The school uses a combination of sun protection measures for all outdoor activities from 1 August to 30 April, and whenever UV levels reach 3 and above at other times. Excluding hats, which are to be worn year around.

## Objectives:

At Playford Primary School we aim to:

- Promote and practise positive attitudes towards practices that ensure skin protection.
- Teach children about lifestyle practices that can help reduce the incidence of skin cancer.
- Encourage children to accept personal responsibility for skin protection.

## As part of the general skin protection strategy, it is compulsory that:

- All students and staff at Playford Primary School will wear a school hat when outside.
- Students participating in water activities (swimming, aquatics) must wear a T-Shirt.
- Students must wear sun smart clothing on casual clothes days.
- Students who do not wear a school hat during recess and lunch times will be required to play in a shaded area of the yard.
- Students who do not wear a school hat during sport lessons and/or any outdoor activities, will be required to sit in a shaded area and not participate.
- For Work, Health and Safety and role modelling, when the UV is 3 and above, staff are required to practice Sun Smart behaviours.
- Teachers will use shady areas and indoor venues whenever possible.



### Our school will:

- Ensure that school hats are appropriate and satisfy the Cancer Council South Australia guidelines.
- Ensure that adequate shade is provided at sporting carnivals and outdoor events.
- Provide more shelters and shady trees.
- Families and staff are asked to supply their own SPF 30 or higher broad spectrum, water resistant sunscreen.
- Incorporate programs on skin cancer prevention are included in the curriculum for all year levels.
- Regularly reinforce the SunSmart Policy in a positive way through newsletters, parent meetings, student and teacher activities.
- Outdoor activities will be held in areas of shade whenever possible.
- Where possible, teachers will schedule outdoor activities outside of the peak UV times, from the beginning of August to the end of April, and when the UV is 3 and above outside of these times.

### When enrolling a child, parents will be:

- Informed of the Sun Smart Policy.
- Requested to purchase a school hat.
- Encourage parents/caregivers to provide SPF 30+, broad spectrum, water resistant sunscreen for their child's use.
- Encouraged to practise skin-protective behaviour themselves.

### Hot Weather Policy

Our school does not close or dismiss early because of hot weather. All classrooms and work areas are air-conditioned.

When the temperature on any given day is 35°C or above at break times, students will play inside the classrooms during those breaks.

### After School Activities

If the temperature on any given day is advertised as 35°C or more, all outside after school activities will be cancelled.

### Policy Review

This policy will be reviewed annually to ensure that it meets the most current guidelines of the Cancer Council of South Australia.

### Intervention

The school community support a note being sent home to parents/caregivers of students who repeatedly do not wear a hat to remind them of their responsibility in regards to their child's welfare.

Disciplinary action will only occur in relation to the non-wearing of hats if a student deliberately fails to comply with the designated shade requirements.

According to DfE Legal & Risk Management Services, parents/caregivers who wish their children to be exempt from this policy will need to provide a written authority for their children to be excused from sun protection procedures.

*DfE – Administrative Instructions & Guidelines 3.88.3 Exemptions*

*"Students may be granted permission from the Sun Protection Policy provided that parents/caregivers provide written authority for their children to be excused from sun protection procedures."*

# Management of Medical Conditions

## Headlice

Anyone can catch headlice. It is not a sign of poor personal hygiene. There is no sure way to prevent the problem but it is important to treat it properly and safely when it occurs.

SA Health recommends that everyone checks their hair every week for headlice. Checking and treating children's hair is BY

LAW A PARENT'S/CAREGIVER'S RESPONSIBILITY.

On signing the enrolment form the parent/caregiver gives permission for school staff to check child/ren's hair for eggs and headlice. Any such check will be conducted sensitively. Parents/Caregivers will be contacted if staff believe your child may have lice so they can be treated asap.

If a parent/caregiver does not give permission for the school staff to check their child's hair for headlice this must be put in writing addressed to the Principal, it is then the parent/caregiver's responsibility to arrange collection of the child from school if a staff member suspects the child may have headlice.

If a child is sent home with either suspected headlice or is found to have headlice the family may have to provide a letter from a doctor to say that the child is free of headlice.

Products for the treatment of headlice are available from chemists and from the school (for those students who are current approved school card holders).



## Medication

If children are on medication please let your child's teacher and Student Services staff know.

If your child is to take medication during school hours parents are required to supply written details from the child's doctor on a 'Medication Plan' with the specific medication details. 'Medication Plans' are available from Student Service. Please send Medication in a clearly marked pharmacy container to Student Services at the beginning of the school day.

Medication cannot be administered at school without a Medication Plan signed by the child's doctor. All medication is administered by 2 staff members.

## Asthma

All students suffering with asthma need a puffer at school and must have an **"Asthma Plan"** and **"Medication Plan"** lodged with Student Services completed by the child's doctor.

Children must be able to use their own puffer. (Asthma Foundation offer assistance). Puffers must be clearly labelled with name and instructions and kept on the child, or in their bag, so they are readily available in a time of need, unless prior arrangement has been made with Student Services. The Asthma Plans and Medication Plans need to be updated by the child's doctor annually and will be required for swimming and aquatics.

## Medical Conditions

If your child has a medical condition that may require extra routine health support during school hours then a health care plan will need to be completed by his or her health care professional. Please contact Student Services for the relevant health care plans.

## Exclusion Periods

|                               |   |
|-------------------------------|---|
| <b>Influenza</b>              | Exclude until the student feels well.   |
| <b>German Measles</b>         | Exclude until fully recovered after onset of rash.  |
| <b>Infective Hepatitis</b>    | Exclude for one week after the onset of jaundice or illness.                                      |
| <b>Chicken Pox</b>            | Exclude until all lesions have crusted, there are no moist sores, and the student feels well.     |
| <b>Impetigo/ School Sores</b> | Exclude until appropriate treatment has commenced and sores are properly covered with a dressing. |
| <b>Measles</b>                | Exclude for at least four days after the onset of the rash.                                       |
| <b>Mumps</b>                  | Exclude for nine days or until swelling goes down.  |
| <b>Ringworm</b>               | Exclude until the day after appropriate treatment has commenced.                                  |
| <b>Headlice</b>               | Exclude until day after treated with the prescribed lotion and shampoo.                           |
| <b>Conjunctivitis</b>         | Exclude until discharge from eye/s ceases.  |



## Playford Primary School is a NUT AWARE SCHOOL

### Purpose

To provide a safe learning environment for all members of the Playford Primary School community.  
To raise the awareness of all members of the community regarding severe allergies.

### Management

**The Nut Awareness policy will be managed through:**

Parents and caregivers being requested **NOT** to send food to school that contains nuts (especially peanuts). This includes peanut paste, nutella, all nuts and cooking oil containing peanut oil, as well as foods containing nuts. (This is especially important in the units where we are aware of students with an anaphylaxis condition.)

Parents/caregivers of children affected by nut allergies having an annual anaphylaxis medical plan, signed by the child's doctor, lodged at the school. Epi-pens and medication are supplied by the parent/caregiver.

- Staff supervising eating at lunch time.
- Students being encouraged **NOT** to share food.
- Students being encouraged to wash hands after eating.
- Staff participating in training from St John or Red Cross to assist in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.
- The School Canteen complying with the Nut Awareness Policy.
- Students bringing food that contains nuts or nut products being asked to eat that food away from any other students and to wash their hands before going to play.

### Promotion

**The policy will be promoted by:**

- Parents and caregivers being informed via the newsletter.
- New families to the school community being informed via the Enrolment Information Package.
- Governing Council being informed and has given approval and support.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers, signs and the newsletter.

*\*The school acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food.*

*Legal advice from the Department for Education can over-ride all or parts of this policy*



# Behaviour Management Policy

At Playford Primary we endeavour to provide an environment where our school community has a sense of belonging and feels safe and free from all forms of harassment. We focus on our School Values: honesty, responsibility, cooperation, respect, and fair go.

## At Playford Primary School we protect: *The student's right to learn and the teacher's right to teach.*

### To achieve this we ensure that our classes and yard are safe by:

- Teaching programs which assist students to develop an understanding of both rights and responsibilities, as well as involving them in decision making and problem solving, leading to the promotion of responsibility and self-discipline.
- Assisting students to understand that behaviour is a choice made by the individual and supporting them to take personal responsibility for their own behaviour and the consequences, positive or negative, that follow.
- Developing classroom and school procedures which are consistent and clear to all. Rules based on safety and respect are negotiated and displayed. Staff use logical consequences and provide students with opportunities to reflect on and make choices to modify their behaviour. Positive strategies and rewards are used to promote, recognise and acknowledge responsible, positive behaviour.
- Developing partnerships with parents/caregivers, which are essential for supporting and managing behaviour change, using a variety of communication channels. Staff, students and parents are involved as necessary in planning to change inappropriate behaviour, through the use of student development plans.
- Using system level procedures to support changes in behaviour of students who do not respond to school level consequences or where there is continued, persistent and irresponsible behaviour.

These may include;

- referral to district support personnel, including a behaviour coach.
- suspension from school for between 1 and 5 days on any one occasion, followed by a parent/student re-entry meeting to develop a plan to support the student to be successful and make more responsible choices.

## Classroom Behaviour Code

Although there may be differences in some aspects from class to class all classrooms use a similar approach. Classroom rules are negotiated and displayed, and based on:

- Safety of themselves and others,
- Respect for others and property,
- Appropriate work habits,
- Following instructions.

### For inappropriate behaviour staff use processes which often include:

- Reminders and opportunity to practise.
- Classroom sit out.
- Think time including completing reflection sheets.
- Buddy class.
- Office time out where behaviour is serious or persistent.
- Take Home and a re-entry the following day for students who have a number of time outs in a short space of time (2-3 weeks).

### System level procedures if necessary.

- Students may be required to make up their missed learning time at another time of the day. Staff will communicate with parents/ caregivers through communication books/diaries, telephone, interviews or formal letters from leadership for serious behaviours.

- Positive recognition of successful behaviour is an integral part of all classroom processes. They may include positive verbal feedback, stickers, certificates, team awards, class awards, diary notes etc.

### Yard Behaviour Code

#### Major rules / expectations:

- Follow directions given by staff.
- Respect other people, which includes playing safely without violence or harassment, and using appropriate language.
- Respect school and personal property.
- Remain in the school grounds & play appropriately in the correct areas.
- Move around the school safely.
- Keep our school clean & tidy.
- Wear your hat at all times.

#### Consequences for not following rules include:

1. Reminders, logical consequences, walking with teacher, sit out for a short period of time for minor or moderate inappropriate behaviours.
2. Time Out for repeated low - level inappropriate behaviour or serious inappropriate behaviour, (those with an intent to harm or hurt someone, put others in danger, property damage and refusal or ignoring of a staff member). When a child is sent to the time - out area for a 15 minute session during the following lunchtime, counselling will occur. A letter will be sent home to parents / caregivers.
3. After 3 time outs other negotiated strategies may be implemented. These include restricted play, organised lunchtime structured play involving teachers and removal from the yard for a period of time. Parents are informed of these.
4. Continual and persistent irresponsible behaviour will be discussed with parents / caregivers and may involve system approaches. If the behaviour / incident is severe, the first three steps may be skipped and step 4 implemented.

Many proactive programs are in place at lunchtime to encourage students to be active and involved. These include sports and outdoor games and activities, indoor active games, computing, music and dance, access to Resource Centre.

**Launching into learning is a program at the beginning of the year which supports all student to be successful. It focuses on;**

- Clear explicit teaching of appropriate Behaviours,
- Anti Bullying and Harassment strategies,
- Grievance Procedures,
- Play Is The Way,
- Learning Assets,
- Social skills programs including friendships and problem solving,
- Restorative Practices.



# Anti-Bullying and Harassment Policy

At Playford Primary every person has the right to feel safe. We will not tolerate any actions which undermine this right. This policy explains what bullying and harassment is, and how we will all work to stop it happening.

## What is bullying?

Bullying is deliberate or thoughtless behaviour that results in fear, hurt and stress. It is a repeated abuse of power that is unjust.

### Examples of bullying:

#### Physical:

- Dominating others physically due to proximity, size, strength etc.
- Any form of violence – hitting, pushing, tripping, etc.

#### Verbal:

- Sarcasm, name calling, on going teasing, spreading rumours, threats and intimidation.

#### Ethnicity:

- When race or culture is used as a weapon to hurt.

#### Sexual:

- Unwanted sexually or gender related comments, gestures touching, etc.

#### Emotional:

- Using status in a group.
- Excluding, tormenting, mimicking, ridiculing, humiliating - even when low level, if it is on going.
- Using popularity to manipulate or control others.

#### Electronic:

- Unwanted on going contact using email, texting, or phone calls, which may or may not be obscene or threatening.

**If we work together we can stamp out bullying.**

## At Playford Primary School there are No Innocent Bystanders.

Bystanders give their support for the bully – whether they mean to or not. If nobody objects, then approval is implied. We encourage students to be witnesses rather than bystanders. This means they are doing something positive.

### Witnesses need to..

- Report what's happening to the teacher on duty or class teacher **immediately.**
- Be assertive— Tell the offender to **stop.**
- Remind them of the consequences.
- Leave and tell any other bystanders to leave - but you must still report what you saw.

## Reporting Bullying

### Who to report to...

- The duty teacher or any teacher you can find.
- Your class teacher.
- Go to the office.
- Tell your parents what's happening.
- Tell your friends - they will support you.
- Complete a harassment form.

### How to report...

- Tell where it's happening.
- Who is involved.
- If it has happened before.
- What have you done to try and prevent it.

### When to report...

- As soon as you can once it has happened.
- **Do not ignore it** – bullying tends to continue and escalate.



## Anti-Bullying and Harassment Policy (continued)

### Teachers will...

- Act as role models of caring and supportive behaviour.
- Listen and act upon reports of bullying.
- Protect the victim from further harm.
- Record incidents of bullying and harassment.

### The student who is bullied will...

- Speak to someone about it and give them the details of the event.
- Persist until something positive happens.

### Students who witness will...

- Intervene in a safe way.
- Report any bullying they witness.

### Parents will...

- Listen and report accounts of bullying to the school.
- Work with the school to seek permanent change.

### What we do at Playford Primary School to reduce and prevent bullying...

#### Each case will be treated individually and confidentially:

- Consequences will be negotiated and we strive to be consistent and fair.
- Consequences may include time out, restricted play, take homes or suspension.
- Parents may be contacted, particularly in repeat offences.
- Victims will be counselled and encouraged to be resilient.

#### Prevention strategies include:

- Programs such as Play is the Way, all students are taught strategies to manage their feelings and use positive conflict resolution. There is a particular focus on resilience and relationship building.
- Providing professional development for staff.
- Encouraging positive interactions between year levels and cross Campus.
- Targeting particular students and supporting them with anger management, problem solving etc.
- Integrating the concepts of civics and citizenship, respect and honesty across curriculum areas.

### Intervention strategies:

- Counselling students.
- Talking with parents.
- Clear, appropriate and fair consequences.
- Teaching about bystanders.
- Ensuring all staff know and follow the school expectations and guidelines in relation to bullying.

### Post Intervention Strategies:

- Monitoring the situation and maintaining safety for all.
- Continued review of behaviour management procedures both in the class and the yard.
- Maintaining records and conducting bullying audits.
- Continued training and updating skills and resources.

### Need more information?

- Department for Education Parent Helpline: 1800 222 696
- Kids Helpline: 1800 551 800
- Child and Youth Health Parent Helpline: 1300 364 100

### Bullying No Way!



# Primary Student Use of Mobile Phones and Personal Devices Policy

This policy provides direction to students, staff and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

## Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

## Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

## The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

## Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.

## Primary Student Use of Mobile Phones and Personal Devices Policy

(continued)

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

### Storage of personal devices at school

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

- Students are required to hand in all personal devices to their teacher (classroom and specialist) for safe storage. All rooms are equipped with a small secure safe for storage of personal devices. Students will be able to collect their device from their classroom / specialist area at the end of the school day, or when being signed out early by a parent.

### Responses to non-compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

In the first instance, students will be verbally reminded to put their personal devices 'off and away'. If the student continues to use their device without permission, the teacher will ask for the device, to be securely stored by staff in the locked safe. Personal devices will be returned at the end of the school day.

Where a student repeatedly and intentionally breaches the requirements of this policy, or refuses to follow a staff member's direction to hand over a personal device that has been used inappropriately, a member of the school leadership team will contact home.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

### Exemptions

#### *Exceptional circumstances*

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

### Roles and responsibilities

#### **Principal**

- Make sure:
  - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
  - there is a process for regular review of the school's local policy
  - secure storage is provided for student personal devices that are handed in to school staff

## Primary Student Use of Mobile Phones and Personal Devices Policy

(continued)

- processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

### School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Make sure that any student personal devices handed in for their care are stored in a secure location (safe) and are returned to the student

(or their parent) by the end of the same school day.

- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

### Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

### Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent



## Primary Student Use of Mobile Phones and Personal Devices Policy

(continued)

act or omission on the part of the school – the school will contact the department for advice if this may be the case).

- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

### Supporting information

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

### Review

- Policy reviewed in Term 2, 2023. Endorsed by Governing Council on 19/06/2023.

Policy review date – Term 2, 2025.

### Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.



# Information for Volunteers

Volunteers are an integral part of our school. Your participation in the work of the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you. Volunteers who have close contact with students, eg sports coaches, classroom volunteers, canteen volunteers, and those who assist at camps or similar activities, will receive training and extra information where necessary eg specific skills, safe practices and medical conditions. All volunteers are required to hold a current DCSI Child Related Screening Check.



## Record keeping

The school's administrative staff need to know who is in the school at any one time, especially in case of emergency, so you will be required to "sign in" at the Front Office, and "sign out" on your departure.

## Student behaviour

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists, please seek help from the supervising staff member or senior staff.

## Privacy and confidentiality

Schools must comply with Information Privacy Principles regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.

## Conversations with students

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

## Being alone with students

You should be within sight of a member of staff when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

## Toilets

Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students, nor with sickroom activities.

## First aid

If a student is injured or ill, please advise the supervising teacher or Student Services as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

## Touching students

Please refrain from unnecessarily touching students unless there is a genuine emergency.

## Mandatory Notification of child abuse

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify the Principal if you suspect that a child (under the age of 18) has been abused or neglected.

If you observe someone who works with children eg teacher, SSO, sports coach, or volunteer, acting in an inappropriate manner, contact the Principal. Do not question those involved as this could compromise an investigation.

The law does not require that you prove your suspicions, but it does require that you report your suspicions. Consult the Principal or member of senior staff for advice if you feel the need.

## Information for Volunteers

(continued)

Volunteers will complete Responding to Abuse and Neglect training as part of the Volunteers Induction Workshop.

Definitions of abuse:

### *Physical Abuse*

"Physical abuse is any physical injury inflicted upon a child."

### *Sexual Abuse*

"Sexual abuse is any sexual behaviour imposed on a child."

### *Emotional Abuse*

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."

### *Neglect*

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development."

### **Sexual and racist harassment, and bullying**

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

The Principal or senior staff will investigate any reports of sexual or racist harassment or bullying. We also have staff who will maintain confidentiality, listen sympathetically and explain the complaint procedures to you. The staff representatives to contact are the Work Health and Safety staff representative or a member of our Personnel Advisory Committee.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put-down jokes, attacks on property, exclusion, and physical violence.

### **Work health and safety**

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the school, to office staff as soon as possible.

### **Smoking**

Smoking is not permitted in buildings at all, and not on school grounds during school hours.

### **Insurance**

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The Department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Further information is available from the Principal or department's *Administrative Instructions and Guidelines*.

### **Policies and guidelines**

A range of policies and documents concerning The Department for Education's operations can be found on the Department's website <http://www.education.sa.gov.au>.

### **Training**

Playford Primary School regularly runs workshops which include Responding to Abuse and Neglect training. Workshops also include applying for a DCSI Child Related Screening Check. Parents must attend before volunteering at the school.

*Thank you for taking the time to read this information.*

*Do not hesitate to speak with the Principal or another member of senior staff if you have any concerns or require further information.*

# Cyber-Safety ICT Policy

The measures to ensure the cyber-safety of Playford Primary are based on our core values. To assist us to enhance learning through the safe use of Information and Communication Technologies (ICT), we are now asking you to read this document and sign the attached User Agreement Form.

Rigorous cyber-safety practices are in place. Cyber-Safety sessions for students are conducted regularly by SA Police and outside agencies. Child protection curriculum is provided to all students and includes information about remaining safe when using new technologies.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Playford Primary, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Playford Primary is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All parents/carers will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student or staff, is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and the Department for Education (DfE) administrators to prevent children's exposure to inappropriate content

when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DfE recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, the Kids Helpline at <http://www.kidshelpline.com.au> and Bullying No Way at <http://www.bullyingnoway.gov.au>.

Please contact the Principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

## Strategies to help keep Playford Primary Students Cyber-Safe

Parents/carers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at Playford Primary School and after formal school hours.

1. I will not use school ICT equipment until my parents/carers have signed my User Agreement Form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my Login and credentials.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.



8. While at school, I will:
  - a. attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - b. report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - a. not show others
  - b. turn off the screen
  - c. get a teacher straight away.
10. Only with permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, ipads, games and cameras.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any electronic devices brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - a. my full name
  - b. my address
  - c. my e-mail address
  - d. my phone numbers
  - e. photos of me and/or people close to me.
15. I will respect all school ICT equipment and will treat all ICT equipment/devices with care. This includes:
  - a. not intentionally disrupting the smooth running of any school ICT systems
  - b. not attempting to hack or gain unauthorised access to any system
  - c. following all school cyber-safety strategies, and reporting if other students choose to be irresponsible with ICTs
  - d. reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school may inform my parents/carers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

### Important terms:

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence

**Rationale:** The regular intake of healthy foods and water enable the body and brain to function at peak performance, without the usual peaks and troughs that typify fluctuating energy levels brought about by irregular eating and drinking.

**Aims:** To maximise learning potential for all students by allowing them to graze on healthy foods and water whilst at school.

**Implementation:**

- Brain food is available to all students in all classrooms every day. The time the students eat their brain food is at the teacher's discretion. Each class teacher will inform parents of their brain food time.
- When students are participating in a specialist program it may be impractical or unsafe to have brain food. On returning to their classroom students will be provided with time to eat brain food.
- All students are encouraged to eat brain food, but it is not a requirement to be involved.
- The advantages of brain food will be regularly detailed in the school newsletter.
- All classrooms will encourage students to bring clearly named plastic water bottles into the room and students will be given unlimited access to water throughout the day. Water bottles must not contain drinks such as cordial or juices or sports drinks – water is the only acceptable brain food drink.
- Students will also be encouraged to bring healthy snacks into the classroom, which they will be encouraged to eat throughout the day at the teacher's discretion. **Brain foods must be in clearly named plastic containers, must not require cutting or preparation and must not be messy.**
- Foods MUST NOT contain nuts. Our school has Nut Free Policy.

- All students will be coached in the importance of not sharing foods or water bottles, and not eating foods brought by somebody else.

Appropriate Brain Foods are generally unprocessed and ensure a slow release of glucose rather than a quick fix provided by high sugar / fat filled foods, which do not sustain the consistent glucose input the brain requires.

**Typical Brain Foods would include:**

- \* Fresh fruit and vegetables, chopped into easily handled pieces eg carrot, apple, celery.
- \* Fresh mushrooms
- \* Seeds (eg sunflower and pepitas)
- \* Cheese sticks/cubes
- \* Dried fruit (eg apricots, prunes, raisins and sultanas)  
- fresh fruit or vegetables is the first choice because dried fruit contains high concentration of natural sugar and it tends to cling to teeth, increasing risk of tooth decay (e.g. sultanas)
- \* Rice cakes
- \* Chick peas and other legumes
- \* Boiled eggs (already shelled)

The following items are to cater for those students who have sensory issues, however most teachers would prefer students not to bring these. If your child has sensory issues, please discuss this with your child's teacher and negotiate the following food items;

- \* Muesli Bars – fruit based only – not chocolate
- \* Yoghurt (preferably in pouches that students can suck to minimise mess)

**Evaluation:** This policy will be reviewed as deemed necessary.

*This policy was last ratified by School Governing Council in 2024.*