Manorvale Primary School Student Welfare Worker 2013

Aims
The role of Student Welfare Worker is to provide an additional level of care and expertise in student wellbeing across the school community. Meeting the physical, psychological and social needs of school community members is important as schools aim to develop the whole person and produce resilient, competent and successful individuals. The distinct role of a Student Welfare Worker is to provide a constant presence and ongoing care for all of those within the school community. In this way the Student Welfare Worker is able to provide another dimension of care not offered by other caring professions.

Overview
Julie Privett commenced at Manorvale Primary School on Wednesday, 12th June 2013. Ms. Privett has been employed through the National School Chaplaincy and Student Welfare Funding provided through the Federal Government as a Student Welfare Worker. She has been employed initially for two days per week (Monday and Wednesday), but has been able, through the availability of extra hours, to work longer hours each day.

Ms Privett’s duties have included:
- Running Breakfast Club program at the school – Monday and Wednesday morning;
- Running morning Coffee Club with parents where issues can be addressed and topics discussed, including the invitation of ‘guest’ expert speakers;
- Liaising with parents on a formal/informal basis to:
  - address family/student issues
  - present parent concerns/issues/ideas to school leadership;
- Managing student absenteeism;
- Wellbeing programs with targeted groups of students: e.g.:
  - Year 5/6 Self Esteem Group
  - Year 1/2 Girls’ Friendship Group;
- Project Groups with targeted groups of students: e.g.:
  - Cooking
  - Gardening
  - Drama
  - Science
- Social Skills (Keyboard) Groups with targeted students;
- Individual catch up sessions with targeted students;
- Applying for/writing Grant submissions;
- Applying for Work Safe Work Health Wellbeing Grants and assisting to implement programs with the funding;
- Writing topical newsletter items for families;
- Liaising with Staff members on personal/professional issues; and
• Daily liaising with students or groups of students on a needs basis as determined by the school.

**Links to other school support services**
The duties that Ms. Privett performs links to and directly supports the student wellbeing work being done throughout the school in conjunction with the Primary Welfare Officer, Assistant Principal, Principal and PSD Coordinator. In particular she supports and enhances:
• School Wide Positive Support for Engagement and Learning (SW-PBSEL) which occurs throughout the school;
• Other school wide student wellbeing initiatives such as *Stop Think Do, Friendly Schools Plus, Seeing Red* and other school wide programs run by the Family Support Worker
• Classroom and Specialist teachers in the day-to-day management of their class;
• Ongoing management of students with intellectual disability, psychological, social and emotional impairment requiring intervention;
• Ongoing management of students with challenging behaviours;
• Referrals to the SSSO team; and
• Referrals to outside agencies.

**Voluntary Nature of the Service**
It is not compulsory for any student to participate in activities or receive services from the Student Welfare Worker.

Parents/caregivers will be provided with information about the availability of student welfare services in their school, which emphasises the voluntary nature of the Program and explains that members of the school community do not have to participate in this service.

**How to access and opt-out of the Services provided by the Student Welfare Worker**
Manorvale Primary School will ensure that adequate procedures are in place to enable parents/guardians to clearly establish their approval prior to the commencement of activities. Arrangements will include:
• Annual consent forms at enrolment, or as soon as possible following school year enrolment, that cover general information about the proposed Student Welfare Worker service and allow parents/guardians to opt-out of the service;
• Consent forms for prearranged one-on-one appointments/sessions and ongoing assistance from the Student Welfare Worker, particularly where the activities require professional expertise such as counseling;
• Procedures to ensure parents and students are aware of these consent arrangements, including outlining processes and details of the Student Welfare Worker services on the school website.
Complaints
Complaints against the conduct of the Student Welfare Worker follow DEEWR’s complaints management procedures.

There is a complaints register to log all complaints that are made which details the source of the complaint; the nature of the complaint; the dates/duration of the complaint; action officer; resolution process; and outcomes and escalation processes.

DEEWR will be notified of all significant complaints/allegations and any alleged breaches of the Code of Conduct. This includes matters covered under mandatory reporting and allegations made against Student Welfare Workers in a private capacity that may raise questions about their appropriateness to occupy a position of trust.

This requirement extends to all Funding Recipient personnel who may come into contact with children. Information regarding a complaint may be disclosed to a School that is or will be receiving services from the complainee, a Funding Recipient who has or will be engaging the complainee, any relevant education authority and DEEWR.

School Community Consultation
The Manorvale PS School Council must be consulted on an annual basis to review and confirm the support of the school community for the Program. Evidence and feedback from the school community consultation will form the basis of progress reports and continued funding. The School Principal will use the outcomes of school community consultation to determine the nature of the service required in the school community.

Given the changing nature of school communities, consultation may be required more regularly, for example, frequency may be guided by risks identified in school risk plans. Evidence of consultation and the subsequent results will be required in order to vary any elements of Program delivery and initiate a variation to the Funding Agreement.

The school maintains a plan for implementing and reviewing the support of the school community for the Program. The school community consultation plan, is reviewed annually to ensure that the objectives and measures of school community support that have been adopted continue to be relevant and effective. This plan includes strategies and activities for those who choose not to participate in services funded under the Program and for any minority opposition to the Program within the school community.

Acknowledgements
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Student Welfare Program. Any evaluation surveys conducted must ask participants if they are aware of the source of funding for the activity and, if so, how they became aware of the funding source.

The Funding Recipient must provide to the Australian Government or its agent, if requested, any National School Chaplaincy and Student Welfare Program materials for placement on the Department’s website, or for use in any other Australian Government or Department publication.