The Sisters of the Good Samaritan hold a unique place in our history. They began the school in 1939 and staffed the school for many, many years. Today we continue on their mission whereby we teach, model and uphold Gospel values and the traditions of the Church. We encourage the children to be reflective and prayerful and strive to develop compassion and respect.
VISION STATEMENT

St Joseph’s Vision Statement
Inspired by our motto “Build in Love”, we at St Joseph’s School Narrabeen, a Catholic community of learning, are committed to providing our children with a challenging education in a safe, nurturing and inclusive environment.

Our Mission is therefore to:

Build a Catholic community whereby we

- teach, model and uphold Gospel values and the traditions of the Church;
- guide children in their spiritual journey through a developmental, religious education curriculum;
- provide opportunities for the children to develop a personal relationship with Christ;
- celebrate successes and sacramental moments;
- encourage children to be reflective and prayerful;
- develop a reverence for the earth and its resources and all of creation.

Provide a challenging education which

- is child centred and holistic (spiritual, emotional, intellectual, physical and cultural);
- prepares children to face the future with a positive attitude and outlook;
- utilises an integrated curriculum which allows children to reach their full potential;
- equips children with the skills required to be productive in the wider community.

Nurture an inclusive environment by instilling the core values of
Community ● Respect ● Compassion ● Stewardship

- Through these values, we aim to develop partnerships between child, parent, staff, parish and community.
- We strive to develop compassion and respect within our children by recognising the uniqueness of each person.

OUR SCHOOL PRAYER

This is St Joseph’s School, let love abound here
Let us always love the truth, speak the truth and live the truth.
May our school be a place of joy and friendship
where together we build in God’s Love.
Amen.
ST. JOSEPH’S CATHOLIC PRIMARY SCHOOL

GENERAL INFORMATION

SCHOOL ADDRESS: 108 Ocean Street Narrabeen 2101
SCHOOL PHONE NO: 9913 3766
SCHOOL FAX NO: 9970 7627
Email: sjn@dbb.catholic.edu.au
SCHOOL WEBSITE: St Joseph’s Narrabeen
PRINCIPAL: Michael Gallagher
PARISH PRIESTS: Father Rex Curry (PP) and Father Raphael (Assistant Priest)
PARISH OFFICE: 9982 1058
Administration Officer: Teresa Zappacosta

SCHOOL INFORMATION AND REGULATIONS

SCHOOL HOURS
Morning 9.00am - 11.00am
Recess 11.00am - 11.25am
Mid-Morning 11.25pm - 1.00pm
Lunch 1.00pm – 1.50pm
Afternoon 1.50pm – 3.05pm

SUPERVISION
Before School:
Staff will be on duty in the playground from 8.30am. Children are not supervised before this time. *(We remind parents of the dangers of children being in the playground before supervision begins.)*

After School:
Children are picked up at 3.05 and gates are locked after
After School Care
Welcome to St Joseph’s

Some background information about our school

Our history:
- St Joseph’s was founded in 1939 by the Good Samaritan Sisters
- Benedictine charism- a spirituality of service, humility and hospitality
- Since 1984 St Joseph’s has been staffed by lay teachers and principals

Our Diocese:
- St Joseph’s is part of the Diocese of Broken Bay
- Our Bishop is Most Rev Peter Comensoli

Our Parish:
- St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose
- Our parish has churches at Narrabeen and Collaroy Plateau.
- The parish office is located at Collaroy Plateau
- Fr Rex and Fr Raphael live here in Narrabeen
- There are two primary schools located within our parish - St Joseph’s and St Rose
- Our parish has an elected Parish Pastoral Council to offer advice and assistance to Fr Rex in the running of the parish - both Principals are ex officio members

Our system of schools
- Our school is administered by the Catholic Schools Office, Pennant Hills.
- System of 36 primary and 8 secondary schools
- Mr Peter Hamill is the Executive Director of schools
- Anne Duncan is our Schools Consultant

Our funding
- 84% of our funds come from Commonwealth and state governments- the balance is collected in school fees
ABSENCE AND ATTENDANCE AT SCHOOL

If your child is absent from school please phone to let us know on the morning of the absence by 9:30am. If your child is late to school they need to complete the Late Arrivals Register in the front office. Details on Student Attendance can be found in Appendix A.

ADMISSION TO KINDERGARTEN

- There is one general admission of pupils to Kindergarten each year.
- Enrolment applications are called for in May of the year preceding.
- Pupils may be admitted if they will have reached the age of 5 years no later than July 31 in the year they commence school.

All new enrolments are considered by the school enrolment committee, which consists of the Parish Priest, the Principal and one elected parent member of the Parents and Friends Association. Decisions of this committee are guided by the Broken Bay Diocesan enrolment policy. (Please refer to St Joseph’s School Application for Enrolment Form).

BEFORE and AFTER SCHOOL CARE

St Joseph’s After School Care is run by Catholic Care. Flavia is the coordinator. Outside of Hours School Care (OSHC) currently operates Monday to Friday, 3.00-6.00pm in the After School Care Room on the first floor. (Please refer to page 14).

ALLERGIES

In the interests of child safety we ask that St Joseph’s be a nut free school. Please do not send peanuts, peanut butter or peanut-related products to school. Items labelled “may contain traces of nuts” are suitable to send to school. Children with allergies must be identified to the school and an action plan from your doctor provided.

ASSEMBLY

A whole school assembly is conducted every second Wednesday afternoon (even weeks) at 2:45pm usually in the hall. Assembly may be cancelled before lunch due to weather.

There is a daily dismissal assembly at 3pm in the playground.

AWARDS

Children are presented with awards based upon their achievements for the preceding week. Awards may recognise academic achievement, positive behaviour or the demonstration of Catholic values. Awards are given when a child has received 10 white cards. When a child receives
20 white cards a Bronze Certificate is awarded with Silver and Gold certificates to follow upon receipt of 50 and 80 white cards. Children receive these awards at afternoon assemblies.

BAND

We have a school band. The band is for children in Years 3 to 6. This is at parents’ expense and is additional to the music lessons provided by the school’s own music teacher. Some children in Year 2 may be eligible for early entry.

BICYCLES

Children are permitted to ride bicycles to school. The RMS recommends that children under the age of 10 be accompanied by an adult. They must wear a helmet and observe all road rules. Children should not ride the bicycle through the playground. Upon arriving at school, the child should dismount and push the bicycle to the designated parking area. A Bicycle User’s Permission Note is needed for those who ride to and from school. Children without a helmet will not be permitted to leave the school grounds on their bicycle.

BUDDY SYSTEM

All Kindergarten children at St Joseph’s are assigned a Big Buddy from Year 6 who acts as guide and friend for the first year at school. The Buddies work together throughout the school year. Buddies are also provided to the St Lucy’s classes.

CALENDAR

St Joseph’s school calendar is located on the school website under News and Events tab. Further information can be found on the school website: News and Events, Parent Information

CANTEEN

Lunch may be ordered online in 2017. A new App will be available on Monday and Friday each week. Children do not need to bring more than $2 cash to school for the canteen. Details are contained in the Canteen section of the school webpage.

CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.

3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.

4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

*See also Appendix 1: CHILD PROTECTION INFORMATION*

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**CLASSES AND STAGES**

At St Joseph’s we have seven classes from Kindergarten to Year 6. These are in turn organised into stages in accordance with the NSW Board of Studies syllabus guidelines. Stages are developmental representing approximately 20 months growth. This growth is described in educational Outcome Statements used in all NSW schools. Classes in the same stage are therefore, working towards to same set of Outcomes. Our school reports are referenced to achievement within these stages.

The stages are:

- Early Stage 1= Kindergarten
- Stage 1= Year 1 and Year 2
- Stage 2= Year 3 and Year 4
- Stage 3= Year 5 and Year 6.

Classes in the same stage will sometimes work together on the same unit of work. Our school has mapped a two-year cycle of work for each stage. This occurs in Human Society & its Environment, Science & Technology and Personal Development/ Health. This is appropriate given both classes are working towards the same set of Outcomes.

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**COMMUNICATION WITH TEACHERS**

Talking to your child’s teacher is a valuable way to stay in touch with you child’s learning. Our teachers are always happy to talk with you. Teachers are very busy people. Please do not expect teachers to be able to speak to you after the bell has rung in the morning. They have a duty of care to supervise the children. Afternoons are usually a better time. If you require a longer time with your child’s teacher, contact the teacher to set up an interview at a time that is mutually convenient. If you have questions or concerns, please direct them initially to the teacher. If you aren’t satisfied, please contact the school office to make an appointment to see the Principal. Communication is very important!

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**COMPLAINTS**

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child’s class teacher.
• If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
• If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

See also Appendix 2: MAINTAINING PROFESSIONALISM

CURRICULUM

There are seven KEY LEARNING AREAS (KLA’s) and our Curriculum follows guidelines from the NSW Board of Studies and Catholic Schools Office of Broken Bay. Teachers endeavour to display and develop Gospel Values in all curriculum areas.

The Religious Education program has been developed by the CSO Broken Bay. Daily classroom prayer and attendance at Mass are a regular part of the school programme.

The English curriculum involves the integration of the children's listening, speaking, reading and writing. It aims to develop the children's ability, confidence and interest in both spoken and written language.

The Mathematics curriculum consists of 4 strands - Number, Space, Measurement and Working Mathematically. It aims to develop concepts and operational skills through the regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations.

Human Society and Its Environment (HSIE) curriculum is concerned with the study of people, their history, varying cultures and environments. Particular attention is focused on our own country with its multicultural society. New History and Geography Syllabuses make up this KLA.

Science and Technology curriculum provides children with opportunities to learn about the natural and made environment, with emphasis on first hand experiences, inquiry and problem solving.

Creative Arts curriculum includes music, drama, art and dance and provides children with a wide variety of opportunities for creativity and self-expression.


EXCURSIONS

As part of the learning experience and to enhance understanding of a topic, children go on excursions. Teachers will send home information about what they hope to achieve, times of departures and arrival. Parents are usually invited to assist on these days. Volunteers will be asked to sign Prohibited Persons declaration. This is a statutory requirement.

From time to time, the school organises an incursion (a visit by a group). Children participate in activities provided by these groups. Life Education is an example of an incursion. The cost of these activities is included in the school’s education fee. You will be notified well in advance. You will be asked to sign a consent form allowing your child to participate.
In Year 5 and 6, the children participate in an overnight camp. The children will visit, for example, Canberra or Bathurst. Camp is associated with a unit of work being studied in class. At least two teachers accompany the children. A separate account will be sent to cover camp costs. The school attempts to take care not to overburden parents financially. Thus, the timing and type of excursions are given careful consideration.

**FREE BUS TRAVEL**

Free Opal Cards are available for all children in Kindergarten, Year 1 and Year 2, irrespective of distance travelled.

Free Opal Cards are also available for children in Years 3, 4, 5 and 6 if they live further than 1.6km, as the crow flies, from school or 2.3km by the closest walking route.

Application forms can be obtained from the school office. One application is sufficient and bus passes are automatically renewed each year. However, for a child moving from Year 2 to Year 3 another application form must be completed before the end of the year. When transferring to another school the bus pass must be handed in at the school office.

If a bus pass is lost, please contact the School Office on 9913 3766.

**GATES AND SECURITY**

The street gates at St Joseph’s are unlocked each morning at 8:30am, when supervision commences. **Gates ought to be closed and latched at all times during school hours.** The Lagoon Street and Ocean Street gates have a bolt and child proof locks. Both ought to be secured at all times for the safety of the children. Gates are closed at recess and lunch for the safety of children. The gates are locked each day after the last child is collected from After School Care. Gates are always locked after 6pm.

**GRIEVANCE HANDLING**

If you have concerns please direct them to the class teacher in the first instance. If you have not reached a satisfactory resolution, please contact the school principal for an appointment. St Joseph’s adheres to the Catholic Schools Office **Grievance Handling Policy.**

**HATS**

Children are expected to wear St Joseph’s School hats whenever outdoors throughout the year. A “no hat – no play” rule exists. St Joseph’s school hats are available from the uniform shop.

**KISS AND RIDE**

There is a whole school dismissal assembly at 3pm daily. A Kiss and Ride system operates in the No Parking zone on Lagoon Street. Parents should tell their child if he or she is to use Kiss and Ride. Children will be escorted to the cars by a member of staff. Parents are asked to remain in their vehicles. If your child is not present at Kiss and Ride, you will be asked to drive around the block whilst your child is located. **PLEASE DO NOT QUEUE IN WELLINGTON STREET AS THIS INTERFERES WITH TRAFFIC FLOW.** We recommend staggering the time that children are collected from Kiss and Ride so as to avoid queues. Supervision is provided at Kiss and Ride until 3.20pm after which parents need to park and collect children from the bus duty teacher in the playground.
**LATE REGISTER**

If your child arrives at school after 9am, the child needs to be signed in on the late register in the school office. Please complete the register before taking your child to class. *(Please refer to page 9 Regular Attendance and Absences).*

**LITURGY AND MASS**

As a Catholic school, we regularly attend Mass. Each Thursday, one stage group (two classes) attend a parish Mass at 9:15am. The whole school attends mass together each term. The date for these liturgies is advertised in the school newsletter. Parents are most welcome and are encouraged to attend. The school celebrates a Parish/Family Mass one weekend per term. The children and parents of the school take a major role in the Mass preparation. Everyone is expected to attend in this very important liturgy.

**MEDICATION**

Teachers are not permitted to give medication to children without written consent. This includes over the counter medications including headache tablets. If you require your child to take medication at school, you need to notify the school in writing and include a note from your doctor detailing the purpose of the treatment, the specific medication type and dosage. You will also need to inform the school for how long this medication is required to be administered. If your child is asthmatic, an action plan for the management of the asthma is required. Similarly, if your child has any allergies, you need to notify the school and provide an action plan from your doctor to treat an allergic reaction. Action plans are reviewed annually or whenever the treatment is changed by your doctor.

**MOBILE PHONES**

Children should not have mobile phones at school. If there is a reason why a child needs a mobile phone, a letter explaining the reasons ought to be directed to the Principal who will make a determination to vary the policy in each case. The school accepts no liability for mobile phones that have been granted permission to be at school.

**MONEY**

From time to time you will need to send money to school. Please ensure money is in a named, sealed envelope. Each class has an office bag. Money can be given to the class teacher who will pass it onto the school office. We have a $2 money limit for the canteen.

**NEWSLETTER**

A school newsletter is emailed every Wednesday. This is the primary source of information about what is happening at the school. Please take a moment each week to read the newsletter. Additional copies of the newsletter are available from the school office.
PARENTS AND FRIENDS ASSOCIATION

Meetings are held once a term, usually the Wednesday of Week 3 although the date may change in 2017. Information is sent via the school newsletter on a weekly basis. Our P&F is very active and welcomes new ideas and participation.

PARKING OF CARS

Parents are asked to observe the parking regulations in the streets adjoining the school. We request that you leave your vehicle and cross the road, using the crossing to collect your child rather than have your child running across to you or through parked vehicles. Be sure that the parking regulation signs are observed.
The “No Parking” (Kiss and Drop) zone in Lagoon Street can be used from 8.30am each morning and 3.05pm each afternoon. You are entitled to stop for two minutes to drop off and pick up passengers. You must stay within 3 metres of your vehicle.
(This information is accurate as at 27 October 2009. Current information may be obtained from the RTA (www.rta.nsw.gov.au).
The “No Stopping” zones in Ocean Street must not be used for drop off or collection of children.
There is a public car park in Lagoon Street (between Waterloo and Albert Streets). We would encourage you to use this facility.

REGULAR ATTENDANCE AND ABSENCES

Please send your child on time each day. Regular attendance at school is essential for progress. (See above regarding Late Register)
Please notify the school on any day your child will be absent by phoning the school secretary on the morning of the absence by no later than 9:30am. Please provide a dated, signed note explaining the absence when the child returns to school. It is a legal requirement that class rolls are marked each day by the class teacher and all notes regarding a child’s absence are retained with the roll.
Children who are late for school must report to the office and complete the Late Register. If your child is more than 30 minutes late, we are obliged to mark the child as being partially absent from school for that day.
Permission from the Principal is necessary to remove children from the school for more than ten days, e.g. holidays, transfers. Please write to the principal seeking permission using the form on the school website.
No child will be allowed to leave school early on his/her own without written permission from a parent.

REPORTING TO PARENTS

We keep in regular contact with parents. In Term 1 we conduct a Parent Information Evening. A class term overview is sent home at the beginning of each term detailing the work the children will be completing and class events. Student reports K-6 are distributed by email in June and December. Formal Parent / Teacher interviews are offered after each reporting period.
SCHOOL FEES

Accounts are forwarded at the commencement of Terms 1, 2 and 3. A reduction (upon completion of the Family Registration form) is given for a second and third child. Cases of financial hardship should be brought to the attention of the Principal. (Please refer to this year’s fees in this document).

SICKNESS / ACCIDENTS

In the case of sickness or accident at school, the parents will be notified. If parents cannot be contacted, the child will remain at school in the sick room. **If there is a change in home or emergency phone numbers the school should be notified as soon as possible.**

A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep him/her at home until completely well. Some common childhood diseases, which will keep students at home:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>7 days after spots appear</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Until discharge from eyes has stopped.</td>
</tr>
<tr>
<td>GERMAN MEASLES</td>
<td>7 days from appearance of rash.</td>
</tr>
<tr>
<td>HEADLICE</td>
<td>Until hair is completely clear of nits or lice.</td>
</tr>
<tr>
<td>HEPATITIS</td>
<td>Re-admitted to school with a medical certificate.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Re admitted if the sores are completely covered by a clean dressing.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Until all evidence has disappeared or medical certificate is produced.</td>
</tr>
</tbody>
</table>

SPORT COLOUR HOUSES

In Kindergarten students are allocated to one of four colour houses Blue (Polding), Green (Aloysius) Red (St Joseph’s) Yellow (Therry). Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.

STAFF DEVELOPMENT DAYS

Each year the Catholic Schools Office allows the school up to six pupil free days for the staff to use for professional development. Parents will be notified well in advance via the weekly school newsletter and term diary.
ST LUCY'S

St Joseph’s hosts two classes of students with disabilities from St Lucy’s Special School at Wahroonga. The children who are considered candidates for future mainstreaming at their local school come from all along the peninsula. They are children in the first couple of years of their schooling (Kinder to Year 1). The children in the St Lucy’s classes wear the St Joseph’s uniform and share our facilities. The classes are staffed by specialist teachers from St Lucy’s. For all enquiries regarding Enrolment into these classes, please contact St Lucy’s, Wahroonga 9487 1277

STUDENT INFORMATION AND FAMILY CONTACT INFORMATION

Please ensure that the school is promptly notified if your details should change. This is especially important for telephone numbers and emergency contact details that you provided at enrolment.

SUNDAY MASS

St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose. Mass is a "family event" and central our faith. You are invited to take your child to Mass with you and pray with your child each day.

St Joseph’s: Saturday: (Vigil) 5.30pm & Sunday: 9.30am
St Rose: Sunday: 8.00 am and 6.00pm

Weekdays:
St Joseph’s: Monday, Tuesday, Friday 8.30am; Thursday 9.15am
St Rose: Sacrament of Reconciliation: Saturday 9.15am / Sunday 5.30pm (St Rose)
Sunday 10.00am (War Veterans Chapel)

The Lakes Catholic Parish
St Joseph’s Narrabeen and St Rose Collaroy Plateau

VISITORS

All visitors to St Joseph’s must sign in at the school office and take a visitors badge to wear. Staff members are identifiable by their name badges.

PARENT HELPERS AND VOLUNTEERS

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:
• sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
• complete a Volunteer/Student Declaration declaring they not a prohibited person.
• not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).
• Keep observations about an individual child, small groups of children or the whole class strictly confidential

See also Appendix 3: WORKING WITH CHILDREN CHECKS

SCHOOL FEES

Please refer to Enrolments tab on St Joseph’s website for current school fee information

SCHOOL TERM DATES

Please refer to School Calendar under News & Events tab on St Joseph’s website for current term dates.

WATER SAFETY PROGRAM

St Joseph’s offers a water safety program for our Kindergarten to Year 2 children in Term 4 each year. The program typically is a series of eight lessons with fully qualified swim instructors. We are currently using Terrey Hills Swim Centre for these lessons. The children go as a school by bus to the classes accompanied by their teachers. Years 3-6 participate in a surf safety programme in Term 4.

BUSES AVAILABLE TO ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

FOREST COACH LINES

236 - Elanora Heights  
Departs 3:05pm from front of school (Lagoon St) via Pittwater Road, Rickard Road, Elanora Road, right into Koorangi Avenue, left into Maralinga Avenue, left into Lumeah Avenue, Kalanga Road, Powderworks Road, Garden Street.
STATE TRANSIT AUTHORITY

State Transit Buses – 742 & 738

AM School Runs

<table>
<thead>
<tr>
<th>742</th>
<th>738</th>
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</thead>
<tbody>
<tr>
<td>Careel Road</td>
<td>South Creek Road &amp; Pittwater Road</td>
</tr>
<tr>
<td>Avalon</td>
<td>Collaroy</td>
</tr>
<tr>
<td>Newport</td>
<td>Narrabeen Lakes Prim</td>
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<tr>
<td>Mona Vale Junction</td>
<td></td>
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<tr>
<td>Macpherson &amp; Garden Street</td>
<td>8.38</td>
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<tr>
<td>Mater Maria Warriewood</td>
<td>8.44</td>
</tr>
<tr>
<td>Pittwater Road &amp; Garden Street</td>
<td>St Joseph's</td>
</tr>
<tr>
<td>North Narrabeen Primary</td>
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<tr>
<td>St Joseph’s</td>
<td>8.50</td>
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<td>8.35</td>
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PM School Runs – 710, 738 & 743

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<th>738</th>
<th>710</th>
<th>743</th>
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<tr>
<td>St Joseph’s</td>
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<td>15.21 St Joseph’s</td>
</tr>
<tr>
<td>Narrabeen Lakes</td>
<td>Grenfell Ave NN</td>
<td>15.25 Mona Vale Hospital</td>
</tr>
<tr>
<td>Collaroy</td>
<td>15.27</td>
<td>15.21 Pittwater Road &amp; Vineyard Street</td>
</tr>
<tr>
<td>Pittwater House</td>
<td>15.31</td>
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</tr>
<tr>
<td>Telopea &amp; Hilma CP</td>
<td>15.38</td>
<td></td>
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<tr>
<td>Veterans Pde &amp; Rose Ave Cromer Heights</td>
<td>15.46</td>
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<tr>
<td></td>
<td>15.53</td>
<td>St Joseph’s</td>
</tr>
<tr>
<td></td>
<td>16.03</td>
<td>Mona Vale Hospital</td>
</tr>
</tbody>
</table>

The above is only a guide, for further information please phone: State Transit 13 15 00 or follow the link on the school website – News and Events, Parent Information

Please refer to webpage: http://www.sydneybuses.info/schools/stjo
APPENDIX 1: CHILD PROTECTION INFORMATION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of ‘significant harm’ from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO’s child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2: MAINTAINING PROFESSIONALISM
All staff are expected to act professionally and in accordance with the school’s expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:
- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

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

**Addressing complaints of inappropriate behaviour by staff**

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that ‘staff’ includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO’s Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to ‘both sides of the story’ and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.
If harm has occurred to a child, counselling or other support will be offered to the child

APPENDIX 3:

WORKING WITH CHILDREN CHECKS

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc. are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A ‘parent of a child’ includes a carer or person who has legal responsibility for a child.
- A ‘close relative’ includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611