



Student Pastoral Care Policy

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1. Purpose

The Hunter Trade College (the College) aims to build its culture on high-quality interpersonal relationships based on care and support for all members of the College. The College offers its students a supportive environment with support services to assist them to reach their potential and resolve problems. A supportive environment fosters students' social, academic, physical and emotional development.

2. Scope

The Student Pastoral Care Policy applies to all students and employees of Hunter Trade College, including casual and temporary staff.

3. Definitions

AP	Assistant Principal
CEO	Chief Executive Officer
Executive staff member	CEO; Business Manager
HSC	Higher School Certificate
SSO	Student Support Officer
the College	Hunter Trade College

4. Responsibilities

AP	works with the SSO and CEO to organise the provision of support services for students.
CEO	provides a framework and systems for the pastoral care of students.
SSO	assists students and their immediate family members with advice regarding support services available as required.
students	adheres to the College Cornerstones, policies and procedures.

5. Policy and Procedure

5.1 The Four Cornerstone Values

The College accepts the responsibility of creating and maintaining an influential culture based on the "four cornerstone values" for the benefit of all members of the College. The four cornerstones values are easily transferable from College to the workplace, transparent, achievable and consistent with current values and social norms of Australian society.

Students will always show respect for self and others. *Students will receive respect from other members of the College.*

Students will complete all course work safely and on time. *Students will receive competent, safe teaching and constructive assessment.*

Students will attend and be punctual on all College days. Students will receive support one request when an absence is justified.

Students will wear the College uniform correctly and on all occasions. Students will see that the College has the same expectation for all College members.

Underpinning the culture of the College is a determination to show students the value of developing a strong work ethic and that honest effort brings rewards.

The College accepts the challenge to educate students of the need to support one another and to encourage individual responsibility.

The College supports and upholds the laws that apply to young people regarding the use of alcohol, illegal substances (drugs), tobacco products and the use of vehicles.

5.2 Code of Conduct

Through consistently reinforcing these values, the College seeks to provide a supportive learning environment, promotion of tolerance, respect, and valuing of differences for all members of the College. All students must comply with work health and safety requirements at all times.

All students must support the right of all College members to be free from bullying, harassment and discrimination.

The College encourages students to achieve their potential, expecting students co-operate with teachers and trainers and take responsibility for their progress. Students are not to interfere with the rights of others to pursue their studies.

The College expects students to behave in a manner which enhances their reputation and the reputation of the College. Students must comply with College rules. Severe breaches of the code of conduct and College rules, such as causing harm to others, interference with property, breaching laws relating to the use of alcohol or drugs, will result in disciplinary consequences. These consequences may include suspension or expulsion.

Students must not leave the College grounds during College hours unless they have obtained permission from the CEO or parents and have signed out at the College Office. Except in the case of illness, students must attend all scheduled College days unless the CEO has granted leave.

The College expects students to comply with College uniform requirements on all occasions and take pride in their appearance.

5.3 Support for students

5.3.1 Student Support Officer

The Student Support Officer (SSO) works from an office at the College and is available during scheduled College hours on 4932 2400. The SSO's primary role is to provide support and access to community services for students and their family members who may need help. The SSO can give initial advice and referral to appropriate services.

5.3.2 Access to counselling support for students

The College contracts a professional counselling service (Access) to provide professional counselling for students whenever such support is required. The student must be prepared to engage in the counselling process, and the College may consult with parents before such counselling occurs. A College Executive staff member or the SSO may refer a student for counselling.

Once a student or parent books a counselling session, they must commit to attending the session. If a situation arises that prevents them from attending, they must contact the counselling service at least 24 hours before the scheduled appointment to cancel or vary the appointment time. If a student or their parent fails to contact the counselling service within the 24 hour notice period, then the student or parent may be liable for the payment for the counselling service.

5.3.3 Student mentoring support

The College provides an opportunity for student mentoring on an informal basis. The student's progress and issues relating to their onsite training and education and their work placement are reviewed and discussed with the student by teachers of HSC subjects, trade teachers and work placement officers.

The College may also provide mentoring for specific groups of students. As examples, groups may include students who are female, students who identify as Aboriginal and Torres Strait Islanders, students with a disability. Mentors of these groups may include teachers, support staff members or external mentors.

Students may approach their mentor at any time to organise a mutually convenient meeting time.

5.3.4 The workplace mentoring program

All students participating in the School-based Apprenticeship or Traineeship (SBAT) program will have four (4) formal workplace monitoring and assessment visits to their workplace by the College work placement officer during the school-based phase of their training contract.

The work placement officer will supply a copy of each of the workplace monitoring visit reports to the student and the employer.

Students in the work placement program will receive one workplace monitoring visit from the work placement officer or their trade teacher and one employer report per work placement. The trade teacher or work placement officer will provide mentoring advice to the student concerning the employer report.

This program provides an essential link between the College and the employer for communication of performance matters that may arise regarding a student in the workplace. The work placement officer will inform parents and carers of issues of concern and may also acknowledge that the student is performing well in the workplace.

5.4 Student voice

The College consults with students on its pastoral care and wellbeing strategies through the establishment and operation of a representative student group. Both Year 11 and Year 12 have a representative group, in recognition of the Years attending the College on different days.

5.5 Resolving complaints

Should a student believe that they are the victim of unfair treatment from any section of the College, they have the right to:

- report the alleged complaint,
- have the complaint investigated,
- have an outcome/resolution determined.

The College Complaints and Appeals Policy outlines this process, which operates for both parent and student complaints.

5.6 Mediation

A formal mediation process conducted by a trained mediator (Access) or College staff member trained in mediation is one of the pastoral care strategies available to students. Mediation can be used as part of the restitution process and is a component of the student improvement and student management system.

5.7 Other Pastoral Care Programs

The College recognises the importance of building a sense of personal worth, individual identity and sense of belonging to the College community for all students at the College.

The College encourages students to participate in welfare activities organised by the College each term to create and support a robust and positive student culture. Activities may include:

- end of term student awards BBQs.
- end of year student award ceremonies.
- fund raising to support charities selected by the students.
- employer forums at the College to provide recruitment and industry advice to students.
- activities organised by community organisations to enhance awareness of issues such as youth mental health, road safety.

5.8 Variation

The College may review, vary or revoke this policy and procedure.

5.9 Reference Documents

Administering Medications Policy

Bullying Prevention Policy

Harassment, Anti-discrimination and EEO Policy

Child Protection Policy

Children and Young Persons (Care and Protection) Act 1998

Code of Conduct

Complaints and Appeals Policy

Disability and Inclusiveness Policy

Disability Discrimination Act 1992

Disability Standards for Education (2005) and Guidance Notes

Discipline Policy_Student

Work Health and Safety policies

Communication Policy

Vehicle Policy