

**Merinda Park Learning & Community Centre Inc**

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Youth Welfare Policy

Merinda Park Learning and Community Centre's (MPLCC) objective is to:

- Encompass all facets of the Centre to meet the personal, social and learning needs of students.
- Create a safe, caring environment in which students are nurtured as they learn.
- Incorporate effective classroom management and discipline.
- Incorporate preventive health, well being and social skills programs.
- Stress the value and importance of collaborative early intervention when problems are identified.
- Provide ongoing educational services to support students.
- Recognise the diversity within the community and provide programs and support which acknowledge difference and promote harmony.
- Recognise the role that the centre plays as a resource to link students and families with community support services.

Provide opportunities for students to:

- Enjoy success and recognition in a safe and harassment free environment
- Make a useful contribution to the community
- Derive enjoyment from their learning

MPLCC provides effective learning and teaching within a well managed venue, in partnership with parents / guardians / care givers and the wider community. The objectives and outcomes that follow therefore relate to:

- Effective Learning and Teaching
- Behaviour Management
- Monitoring Student Attendance
- MPLCC Responsibilities

Effective Learning and Teaching:

MPLCC objective is to:

- Encourage students to take responsibility for their own learning and behaviour.
- Identify, assess and accommodate for the individual learning needs and styles of students.
- Establish well managed teaching and learning environments.

- Ensure that learning and assessment activities build on prior knowledge and experiences and are socially and culturally relevant.
- Provide frequent opportunities for students and their parents to discuss learning programs, student behaviour and academic and personal progress.
- Through the curriculum and learning activities, provide opportunities for students to develop both key social and life skills.

Behaviour Management:

MPLCC objective is to:

Encourage student participation in decision making. For example: the negotiation between staff and students when setting the class rules.

Establish clear rules that are agreed upon and understood by all staff and students. These rules relate to student behaviour whilst in the classroom and Centre. The following topics are discussed and negotiated on as a part of this process:

- Attendance
- Lateness / communication
- Disruptive behaviour
- Music
- Language / swearing
- Breaks
- Mobile Phones
- Individual strategies
- No put downs or insults

Identify inappropriate behaviour and manage it through conflict resolution, communication and negotiation skills.

Ensure all students read, understand and sign a student Code of Contract during the initial induction to the course. This contract outlines the expectations of students whilst participating in courses at MPLCC.

If, in the event that a student breaches the signed contract, appropriate meetings will be arranged by the Youth Manager and parent/guardian. These meetings may be in conjunction with relevant personal such as:

- Youth Manager
- VCAL Classroom assistant
- CEO (if required)
- Parents, guardians, care givers
- Case managers (if applicable)
- Social workers (if applicable)
- Drug and alcohol / mental health workers (if applicable)

There are two options for students as a result of breaching a signed student agreement. They are as follows:

- Individual student contract / official warning contract
- Exit interview

For VCAL Students under 18 yrs old:

- If it is discussed and agreed that a student will be placed on an individual student contract / official warning contract, a meeting will be arranged between the Youth Manager and the student. An adult representative will be required where the student is under 18 years of age. This could be a parent, case worker, guardian or care giver. During this meeting, the conditions of the individual student contract / official warning contract are very carefully explained to the student (and their representative.) The Youth Manager will discuss strategies with the student on ways to ensure their commitment to this contract is met. The Youth Manager will explain that if in the event the contract is broken, the student's position in the program will be terminated immediately.
- The Youth Manager will communicate relevant information and details relating to student's individual student contract / official warning contracts to any appropriate staff
- If it is discussed and agreed that a student will be exited from a course, a meeting will be arranged between the Youth Manager, and an adult representative where the student is under 18 years of age. If in the event that the student is under a memorandum of understanding with a mainstream school, a representative from the school will be asked to attend. A range of relevant options and pathways will be discussed at this meeting, including the possibility of returning to MPLCC in the future providing relevant changes and modifications have been addressed.

Monitoring Student Attendance:

MPLCC objective is to:

- Monitor student's attendance and ensure that students are attending regularly.
- Attendance records are kept during every class, including day trips and excursions. These records provide information on students who are on time, late, or left early.
- The Youth Manager will monitor student attendance on a weekly or fortnightly basis and will follow up with individual students and their parents, guardians or care givers.

Responsibilities:

MPLCC will ensure that:

- A commitment to student welfare underpins all the policies, procedures and activities of the centre.
- Student welfare is regularly reviewed.
- Behaviour management is regularly reviewed.
- All policies, procedures and practices are regularly reviewed to ensure that they meet the needs of all students enrolled at the centre.
- Staff and students work together to develop strategies for addressing student welfare and discipline needs within the centre.
- All teaching and support staff are familiar with the Youth Welfare Policy. A copy will be issued to all staff during their staff induction.
- All students, parents, guardians and care givers are familiar with the MPLCC Youth Welfare Policy. A copy will be issued during induction.
- We contribute to the provision of a caring, well managed, safe and harassment free environment for all student, staff and parents, guardians, care givers.