

## WELLBEING POLICY

**POLICY SCOPE:** This policy applies to Waranara School Principal and school support staff.

**POLICY APPLICATION:** The policy will be used to ensure the holistic health and well-being of Waranara School students and their families, alongside the school's educational attainment priorities.

## POLICY STATEMENT

The holistic wellbeing of young people is a key element of Waranara School educational philosophy. We endorse Article 26 of the United Nations' Declaration of Human Rights, and the assertion that education should enter domains related to "the full development of the human personality". In line with this, we view pastoral care provisions for individual students and family welfare support strategies as fundamental to the efficacy of our educational activities.

## PROCEDURES FOR RESPONSIBLE PARTIES

### WELLBEING PROVISIONS FOR ALL STUDENTS

- ✓ Breakfast and lunch provided to students as required
- ✓ Individual Learning Support Plan (ILSP) – inclusive of personalised goals related to wellbeing.
- ✓ Support provided to assist students to plan and arrange transport to and from school where required
- ✓ Provision of regular student workshops related to health promotion and general issues relevant to well-being and safety, such as: mental health; sexual health; healthy relationships, online/cyber bullying and safety etc.
- ✓ Student Wellbeing Advisers employed.
- ✓ Multi Tiered System of Support (MTSS) Wellbeing.
- ✓ Student progress meetings discuss students' wellbeing support and adjustments.

### INDIVIDUAL STUDENT SUPPORT

- ✓ **Individual Counselling**  
Waranara School students will have priority access to Good Shepherd Counsellors at all times. On-site therapeutic support can be provided upon request for an extensive range of health and personal issues, including mental health, personal relationships, family conflict, and previous trauma. Staff will support students to access counsellors as required, gaining student permission to make a referral for additional therapeutic assistance where personal issues arise that are impeding well-being, health or educational goals.
- ✓ **External referral**  
Students will be referred to external support agencies or health professionals on an as-needs basis. These referrals will occur in consultation with the student, school support staff, the Principal and a student's parents/carers where appropriate. As well as wellbeing correspondence with external services.

### TRAINING

All staff participate regularly in Trauma Informed practices, de-escalation, specific disability training, eg. Autism Spectrum Disorder and Attention Deficit Hyperactivity Disorder.

### Working with External Services and Supports

Waranara School collaborates with students' external services and health teams such as a psychologists, psychiatrists, occupational therapists, counsellors and speech pathologists to ensure the school is providing the necessary adjustments to support their wellbeing and learning. Waranara School ensures consent is obtained before communicating with this resource. A student and parent/carer will in the *Waranara School External Support Consent* form.

## STUDENT SAFETY PLAN

If a student discloses suicide ideation or plans, staff are to report it to the relevant Student Wellbeing Adviser and Principal or Deputy Principal. The student then meets with one of the above people and completes the Student Safety and Risk Assessment Plan. The parent/carer is then informed and the plan is emailed to them and the student given a copy. Their file is then updated and the plan included in the student's case notes.

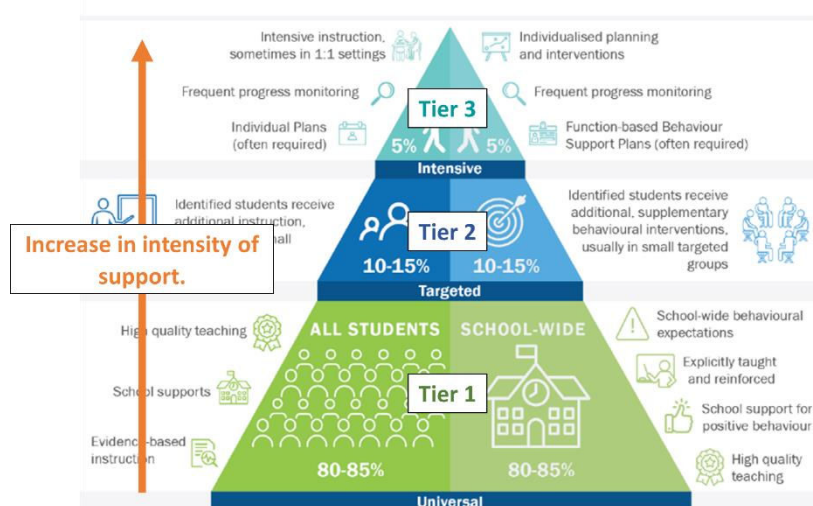
## Case Notes

Each Student at Waranara School has case notes document that is saved on their digital file. Staff are to write case notes for a student to document evidence for some of but not limited to situations, meetings with a student, case conference with student health team, parent meetings, behaviour meetings and incidents, wellbeing discussions and disclosures, DCJ reports etc. The template includes actions to be taken and or follow up. Once a case note is written the staff member will post it on teams in the case note channel to inform staff of the student and the type of case notes that was written so that staff know to go read the case notes. Case notes allow us to have a record of the above for a student and ensure follow up of that case note when required.

## Multi-Tiered System of Support (Wellbeing)

Using a Multi-Tiered System of Support (MTSS) model, Waranara School routinely analyses and monitors wellbeing data to identify students at risk and implement individualised interventions.

An MTSS model is a data-driven decision-making tool whereby students are provided with an increased intensity of support and intervention based on their categorised tier.



Source: AISNSW, Fact Sheet, Multi-Tiered Systems of Support

The Waranara School MTSS Wellbeing team at Waranara School consists of the Principal, Deputy Principal and the Wellbeing Student Advisors who are responsible for supporting students wellbeing, interventions, referrals and case conferences as well as collecting wellbeing data.

### **Determining MTSS Wellbeing Tiers**

The Waranara School MTSS Wellbeing team meets at the beginning of the school year to determine the percentage thresholds for Tier 3, Tier 2 and Tier 1 wellbeing students. This decision is based on historical data, the needs of students, the resourcing capacity of school staff and the school's overall strategic goals.

### **MTSS Wellbeing Monitoring Meeting**

The Waranara School MTSS wellbeing team meets each fortnight.

Prior to each meeting, up-to-date wellbeing data is extracted from the Flourish Wellbeing survey platform. This is completed by students twice a year with the Student Wellbeing Advisor. Also used is the Waranara School Staff Wellbeing Assessment. This is completed twice a year by teachers, learning support assistants, student wellbeing advisors and Principal and Deputy Principal. This is inputted into a pre-formatted spreadsheet with wellbeing categories for each Waranara School student. The spreadsheet also includes the following:

- Level of support the student receives outside of school
- If the student has external services involved.
- The current status tier of the student

Based on the pre-determined tiered threshold students are determined to be a Tier 1, Tier 2 or Tier 3 wellbeing student in each category above. These tiers dictate the appropriate level of intervention for each student.

The following processes are undertaken as part of the fortnightly MTSS wellbeing meeting:

1. Actions related to student wellbeing interventions from the previous MTSS meeting are reviewed.
2. Discussion of Tier 3 wellbeing Student Updates, Issues and Intervention Plan/s
3. Discussion of Tier 2 wellbeing Student Updates, Issues and Intervention Plan/s
4. Any other students of wellbeing concern.
5. Discussion of students who needs to move tiers.
6. Wellbeing Progress and Wins.
7. The spreadsheet plus action items are emailed to all staff and saved on the shared drive.

In a separate tab on the MTSS spreadsheet, notes are taken about each student including any update and actions plans for intervention. This is saved on the shared drive.

Following the meeting, an email is sent to all Waranara School staff with the on-going wellbeing data spreadsheet, student wellbeing updates, plans of action for intervention discussed in the meeting and a list of the tier 3 students.

It is important to note that a student may move tiers based on the staff who form the MTSS Wellbeing meeting's judgement which is based off the student's current issues, concerns, mood and incidents.

There are various forms of wellbeing intervention utilised at Waranara School such as but not limited to:

#### **Tier 1:**

- Wellbeing excursions
- Staff assessment of wellbeing
- School community days
- Therapy dog
- Positive texts and letters to parents
- Positive behaviour cards
- Waranara Student conduct process
- Flourish student self assessment of wellbeing

- Access to food and nutrition
- Access to medication at school
- Case noting
- ILSP's + reviews + transition meetings
- Weekly individual case conference meetings
- Individualised learning support
- Student wellbeing advisors

**Tier 2:**

- Sensory toys
- In class traffic light system
- Self regulation cards
- Wellbeing workshops
- Referral to external services
- One on one check in's with student wellbeing advisor
- Movement breaks
- Ready to learn plans
- Mediation
- Separate space
- Return to school meetings

**Tier 3:**

- Home visits
- Safety plan
- School pick ups
- Individual student behaviour and wellbeing contracts
- DCJ reports
- Health team case conference
- Personalised regulation strategies
- Attendance plans
- Correspondence with specialist services
- Assistance with transport
- Daily 1:1 wellbeing support

### ***Student Progress Meeting***

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The purpose of the student progress meeting is to examine and monitor key evidence, data, reports and adjustments related to an every student's learning, engagement and wellbeing needs at Waranara School. It provides all staff an opportunity discuss observations and strategies adjustments as well as create a plan of action to better support a student.

Each week, all teaching, wellbeing, learning support and leadership staff participate in the student progress meeting.

Each Waranara School student has an *Individual Case Conference* file allocated to them. All notes and evidence are recorded in this on-going monitoring document during the student progress meeting whilst they are enrolled at the school.

This meeting is facilitated by two different staff members each week. A schedule is created on a termly basis and staff are allocated up to 4 students each week. It is their responsibility to prepare the *Individual Case Conference*

document summarising up to date evidence related to each of their allocated students such as attendance, case notes, health reports, psychometric testing, ILSPs, literacy and numeracy data, wellbeing data, behaviour data and current adjustments.

Each student is also interviewed by the allocated staff member using the *Waranara School Student Interview* form. Part of this interview allows for the student to identify and monitor a personalised goal and area of focus related to learning or wellbeing. The content of this interview is shared during the meeting. Notes taken during the interview are saved to the student's file.

Each student at Waranara School is discussed at least once per term.

Below is the structure of the student progress meeting:

<b>Progress Meeting Structure</b>	<b>Approximate Timing</b>
<b>Action Items from Last Meeting</b>	
<ul style="list-style-type: none"> <li>Review and Discuss Actions from the previous Student Progress Meeting – one person to announce and update actions to whole group</li> </ul>	8 minutes
<b>Next Steps for Students</b>	
<ul style="list-style-type: none"> <li>Senior Wellbeing Worker updates next steps for students</li> <li>Junior Wellbeing Worker updates on next steps for students</li> <li>Notes to be taken and distributed via email following the meeting</li> </ul>	8 minutes
<b>Student Progress Discussion – 6-8 Students</b>	
<p><i>Roles:</i></p> <p><b>Facilitator x 2 – Facilitates Student Progress Discussion</b>  <b>Note-Taker x 2 – Take Notes on Student File as the Discussion is held</b></p> <p><i>Structure the discussion for <u>each</u> student:</i></p> <ul style="list-style-type: none"> <li>Overview of findings 'Key Monitoring Data' and Evidence <ul style="list-style-type: none"> <li>Discussion and recording of 'Current Issues, Observations, Unmet Needs and Strengths' of that student <ul style="list-style-type: none"> <li>Discussion of 'Student Interview Feedback'</li> </ul> </li> </ul> </li> <li>Discussion and recording of 'Staff Suggested and Implemented Adjustments' and 'Professional Recommended Adjustments'</li> <li>Discussion and recording of 'Plan of Action'</li> </ul>	10 minutes per student – 60 – 80 minutes total – depending on number of students covered
<b>Action List Collated and Distributed</b>	
<ul style="list-style-type: none"> <li>All action item lists are collated throughout the meeting and then distributed after the conclusion of the meeting via email</li> </ul>	
<b>Total Time</b>	96 minutes - Maximum

The minutes for each meeting include the actions and student next steps. These are emailed to all staff at the conclusion of the meeting.

## REFERENCES

See Appendix –

1. Student Safety and Risk Assessment Plan.
2. Individual Case Conference Template.
3. Waranara School External Support Consent form.
4. Student Interview template.
5. Case notes template.