

The Whiteley College Policies and Procedures

January 2025



Date to be Reviewed

February 2027

This document outlines all relevant information to the students of The Whiteley College, parents/guardians of students and Staff.

All parties are required to read the information annually, and/or upon new enrolment.

ANTI-BULLYING POLICY

Issue Control

Self-respect, care, kindness, and respect for others form some of the foundations on which TWC has developed and grown as a College. Therefore any behaviour that damages that respect or replaces it with fear, will meet with strong disapproval and more often than not, will result in disciplinary actions.

Anti-bullying policies are to ensure that students can learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable. TWC is a caring, friendly, and safe environment for all of our students to ensure a secure atmosphere. If bullying does occur, all students should be able to tell Staff, and know that incidents will be dealt with promptly and effectively.

Why do we need an Anti-Bullying Policy?

Persistent bullying can severely inhibit a student's ability to learn effectively. The negative effects of bullying can have an impact on a person for their entire life. TWC wishes to promote a secure and happy environment free from threat, harassment, and any type of bullying behaviour. Therefore, this policy promotes practices within the College to reinforce our vision and to remove or discourage practices that negate them.

What is Bullying?

At TWC the term "bullying" means any deliberate or unkind behaviour that is repeated and targeted and intended to cause another person unhappiness; whether this be in person or via technology.

Bullying occurs when an individual or a group uses strength or power to hurt, either physically or emotionally, by intimidating or demeaning others. Bullying can be emotional, physical, racist, homophobic, verbal or cyber.

Bullying which Occurs Outside College Premises

Staff members have the power to discipline pupils for misbehaving outside the College premises. This is only if it would be reasonable for the College to regulate pupils' behaviour in those circumstances. This may include bullying incidents occurring anywhere off the College premises or online.

Where bullying outside College is reported to College Staff, it will be investigated and acted on. The Directors will also consider whether it is appropriate to notify the Police of the action taken against a pupil. While College Staff members have the power to discipline pupils for bullying that occurs outside of the College, they can only impose the disciplinary sanction and implement that sanction on the College premises or when the pupil is under the lawful control of College Staff, for instance on a College trip or excursion.

How to Get Help

At TWC, we are confident that every student in the College has a positive relationship with their Staff members (teaching or support) and that they feel that can turn to for support, advice, or to report a concern. At TWC this may include:

- A Director or Staff member/s
- An older student, who will immediately notify Staff

- **Anti-Bullying Procedures**

It is clear that bullying in any form is unacceptable and is taken very seriously and dealt with promptly.

Staff will follow the following procedure:

1. To listen to all parties involved in incidents
2. To take appropriate action or to refer to Director/Staff member. All records of bullying to be held and stored in confidential and private files by Directors
3. To investigate incidents promptly and as fully as possible
4. To inform the Directors of concerns (email or in person)
5. To model the values our College believes in from the mission statement
6. To promote the use of interventions which are least-intrusive and most-effective
7. To record formal communications in the appropriate student files
8. To communicate with the parents of the victim and bully, incidents of persistent and/ or serious bullying

9. To promote open management styles which facilitate communication and consultation within the College and relevant outside agencies, where appropriate

Responses will vary depending on the nature of the incident but may include:

- Parental involvement/communications
- Internal Suspension – Time-out outside the Office, during the school day
- External Suspension – time away from the College
- Permanent Exclusion

CONSENT TO ADMINISTER MEDICATION

For medication to be administered at the College or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging. Parents must email TWC outlining their student's exact requirements for their medication on termly basis or as required. Parents must also inform TWC of any changes to this medication requirement.

The medication must be stored in the Office; not with the student's belongings.

HEALTH

TWC encourages, supports, and educates students on wellbeing always.

What we do:

- We require a medical document to be completed upon enrolment
- We always promote healthy eating habits
- We offer education on Nutrition via the Diploma in Professional Dance course provided through TWC's RTO
- We are aware of height/strength ratios of all students in partnering classes

FEES

The parent/s of the student have read and agree to the information in the 'TWC 2025 Brochure' digital document.

If fees are not paid and units are not completed, a Certificate of Completion will NOT be issued from TWC or the Government body/RTO, for the accredited training years.

Students graduating **during** the Diploma in Professional Dance, Diploma of Musical Theatre, or Advanced Diploma in Professional Dance, are required to pay ALL Term fees (Term 1- Term 4). When a student graduates from TWC during the Finishing Year, Term 4 fees are not due.

The TWC enrolment is ongoing, until the student graduates from TWC or, should parents send an email cancelling the enrolment. TWC requires a FULL Term's notice when an enrolment termination is occurring. Otherwise, the current and following full terms fees are payable.

CONDITIONS OF ENROLMENT

Students must attend all classes on the Timetable. Absent days may lead to the course requirements not being met. If a student is ill for more than 2 consecutive days, a Doctor's Certificate must be acquired, detailing the days required to recover. If a student is unable to attend class due to illness, the College must be notified before 8:30am on the specified dates.

PRIVATE PROPERTY / THEFT

TWC is not responsible for the loss, theft, or damage to any property of students. Mobile phones are handed into the Office at the start of the school day.

DIGITAL MEDIA

The parents/guardians AND student agree that TWC will take photographs and/or videos of students during their year/s. This footage will be used solely for education or promotional purposes and to assist in future opportunities for students (auditions, assessments, programs etc.)

EQUAL OPPORTUNITY

TWC promotes and applies equal opportunity to all students. Role selection is considered based on a student's abilities for the role and training level.

COMMITMENT TO CHILD SAFETY

All children who come to TWC have a right to feel and be safe. The College is committed to the safety and wellbeing of all children and young people accessing the College's services. The welfare of the children in our care will always be our first priority.

TWC aims to create a child-safe and child-friendly environment where all children are valued and feel safe. In accordance with the Child Protection (Working with Children) Act 2012, the safety, welfare, and wellbeing of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working with Children Check Procedures. This policy was developed in collaboration with all our employees, the children who use our services, and their parents.

The WWCC conducts a Criminal History Assessment for people working with children, as set out in Section 8B of the Children's Protection Act 1993.

Strategies That TWC Implement to Minimise Risk and to Help Maintain a Safe Environment for Children

- Protecting privacy and confidentiality
- TWC policies and procedures
- Development evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.
- Being aware of the student's personal space and teach accordingly
- We take bullying seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with the Staff
- WWCC verification

WORK HEALTH AND SAFETY

TWC is committed to ensuring the safety and well-being of Staff, students, and visitors.

We are actively following the Workplace Health and Safety Act 2011; the organisation takes all reasonable measures to identify, control, and eliminate potential hazards and risks. To do this we have processes and systems in place to ensure;

- A safe and clean working environment
- Adequately trained Staff who know how to effectively manage emergency situations and identify, control, and eliminate potential risk/ hazards
- Sufficient equipment (including Personal Protective Equipment) is available and in good-working order
- Transparent reporting and documentation of risks, hazards, incidents, and accidents
- Robust governance and monitoring. If an accident or injury occurs, please contact your Course Coordinator or Reception Staff as soon as possible

