



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Principal Accountabilities and Responsibilities May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

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Date	Version	Revision Description
March 2017	1	New policy developed



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Contents

Principal Accountabilities and Responsibilities Description	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record.....	1
Introduction.....	3
Core Accountabilities	3
Responsibilities.....	3
Enrolment Procedures.....	4
Emergency and Critical Incidence	4
Media Release and Photography Policy.....	5
Data and Information Policy	5
Copyright Policy.....	5
School Safety and Security Policy.....	6
Visitor and Parental Volunteer Policy.....	6
Student Attendance Policy.....	6
Behaviour Management Policy	6
Excursion and Incursion Policy	6
Medication, Accident and First Aid Policy	6
Anit-Bullying Policy.....	7
Cyber-Safety Policy	7
Special Needs Policy	7
Hot Weather Policy	8
SunSmart Policy.....	8
Immunisation and Infection Control Policy	8
Screening DVD and Movies Policy.....	8



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

The Principal of Hungarian Community School, Adelaide Inc. is the person responsible for the management of the school and oversees all of the school processes and procedures. The Principle of an Ethnic School oversees the educational programs, and the safety and well-being of the staff and students.

Core Accountabilities

The core accountabilities of the Principal of Hungarian Community School, Adelaide Inc. are to:

- Comply with Ethnic School Policies and Procedures and State Legislative requirements.
- Provide a Child Safe Environment in accordance with State Legislation
- Implement Child Safe Environment practices and procedures
- Ensure staff complete mandatory Child Safe Environment training prior to commencing at the school and training is current
- Conduct regular risk assessments and implement practices and procedures that reduce risk
- Ensure all staff and volunteers have appropriate and up-to-date working and screening checks
- Ensure staff who will be teaching at Hungarian Community School, Adelaide Inc. have appropriate teacher registration or have complete The Ethnic Schools Association Teacher Accreditation Course
- Ensure that students attending the school complete at least two hours of instruction of language and culture per week
- Ensure teachers implement age appropriate curriculum for Hungarian language and culture
- Report at least annually any required information including student enrolment numbers to The Ethnic Schools Association of South Australia and/or The Department of Education and Child Development
- Resolve any Grievance or complaints from parents, care givers, staff or students
- Ensure teaching staff follow the Teacher Code of Conduct
- Ensure students are aware of their responsibilities as outlined in the Student Code of Conduct
- Ensure adequate supervision of students before, during and after school and on excursions
- Communicate relevant school policies to staff, students and parents
- Ensure Work Health and Safety requirements are met

Responsibilities

The Principal of Hungarian Community School, Adelaide Inc. has specific responsibilities in relation to the teaching and learning of Hungarian language and culture as wells as responsibilities relating to parents and the community. Hungarian Community School,



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Adelaide Inc. Policy documents also outline responsibilities of the Principal. The main responsibilities of the Principal from these documents are duplicated here.

Specific Responsibilities in relation to teaching and learning

- Ensure a robust curriculum has been developed and implemented across all year levels
- Review curriculum regularly to ensure it meets the needs of students
- If offering a SACE language, attend annual workshops with the SACE board and The Ethnic School Association
- Ensure all SACE curriculum, assessment and reporting requirements are met

Specific Responsibilities in relation to parents and community

- Attend school functions
- Inform parents of their responsibilities such as completing annual enrolment forms, medication forms, and consent forms

Specific Responsibilities in relation to school policies and procedures

Enrolment Procedures

- Ensure all families have received and completed the enrolment package
- If they are made aware of any changes to family circumstances or court orders, to update any records and inform all parties concerned
- Ensure that all documentation with personal information is stored securely and safely as per the requirements of the Privacy Act
- Ensure that any information that is collected upon enrolment not be released for any form of commercial gain as per the requirements of the Privacy Act

Emergency and Critical Incidence

- Devise and maintain a safe evacuation plan
- Assess the long term and short term threat
- Contact police and consider the decision to evacuate
- Make the decision to evacuate
- Make the decision to reoccupy (return to buildings)
- Schedule and conduct staff training and security drills
- Account for all evacuees – check to ensure everyone has evacuated
- Ensure all visitors to the school are evacuated
- Ensure people with disabilities are assisted in the event of an evacuation
- Select safe and climatically acceptable assembly areas as the evacuees may be waiting for considerable periods
- If an evacuation occurs during a summer period and it is safe to do so, collect sun protective items
- Ensure the evacuation kit is kept up-to-date with emergency contact details for staff and students



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Collect the evacuation kit and take it to the assembly area
- Review all Emergency and Critical Incidents Policy and Procedures annually or after an emergency or critical incident
- Ensure all classrooms and educational spaces in the school have an Evacuation map and procedures prominently placed
- The evacuation kit is maintained, restocked and up-to-date.
- Conduct staff and student debriefings
- Liaise with police and persons who are involved in the emergency or critical incident and determine the level of confidentiality that is required when conducting debriefings
- Provide support and details of services to staff and students affected by the emergency or critical incident
- Communicate the Emergency and Critical Incidence Policy to all staff, parents and caregivers

Media Release and Photography Policy

- Create an annual list of students' names that have parental permission to use photographs and personal information that could be used for school promotion
- Ensure that all sections of the student enrolment form is completed
- Provide parents who wish to redact their consent with page 3 of the student enrolment form
- Update the list of students' name that have parental permission to use photographs and personal information when a parent withdraws consent

Data and Information Policy

- Maintain records and record keeping systems in accordance with the regulatory environment
- Provide guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way
- Monitor compliance with this policy by checking records are stored securely and can be accessed appropriately
- Limit access to the electronic and manual storage of data to appropriately authorised personnel, through the provisions and application of secure technology/infrastructure.
- Dispose or destroy information in accordance with the retention schedule

Copyright Policy

- Adhere to the copyright act and the reasonable proportion provisions
- Seek permission from The Ethnic Schools Association of South Australia before disseminating, publishing or using any materials produced by the association for use outside of their Ethnic School



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

School Safety and Security Policy

- Apply permanent identification markings of school equipment, such as a school stamp on books, DVDs
- Securely store all valuable equipment
- Record the serial numbers of all electronic equipment
- Photograph all valuable equipment
- Maintain an inventory of valuable school equipment
- Conduct an annual stocktake of equipment
- Implement measures to reduce the likelihood of school vandalism
- All crimes to be reported to the police

Visitor and Parental Volunteer Policy

- Inform visitors and parent volunteers of their requirements to complete the visitor or volunteer register upon arrival and department
- Ensure visitors and parental volunteers are familiar with school policies and procedures

Student Attendance Policy

- Follow up any outstanding unexplained absences
- Update school numbers if a student leaves the school or new student enrolls

Behaviour Management Policy

- Develop, implement and regularly review, in consultation with the Ethnic Schools Association the school behaviour management policy and code of conduct for students
- Ensure that student behaviour is managed through procedures supported by strong theoretical understanding of how students learn and behaviour is best supported
- Ensure that new staff, students and their families are aware of the Hungarian Community School, Adelaide Inc. behaviour management policy and code of conduct for students
- Promote structures at class and school level to enable students to be involved in the management of their behaviour and to support and enable parents and caregivers and teachers to form relationships that allows for student behaviour to be managed positively
- Inform parents of any students who have been temporarily withdrawn from class

Excursion and Incursion Policy

- Complete the excursion checklist
- Grant permission for all excursions/incursions

Medication, Accident and First Aid Policy

- Ensure all staff are informed of the Medication, Accident and First-Aid Policy



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Ensure all staff are aware of students who required regular medication (e.g. for the treatment of diabetes or epilepsy), have allergies and/or anaphylaxis
- Ensure all medical assist plans are stored securely and any information collected on medical forms are kept confidential
- Understand and apply allergy aware practices
- Seek medical assistance in the case of a critical medical incident
- Complete a medical incident form

Anti-Bullying Policy

- Ensure all staff at Hungarian Community School, Adelaide Inc. are familiar with the school's Anti-Bullying Policy
- Publicise the Anti-Bullying Policy through the school's website, newsletter, e-mail and upon student enrolment
- Notify parents/carers and/or police, following a serious and significant critical incident
- Document any reported incidences of bullying or harassment
- Identify any patterns or reoccurring incidences of bullying or harassment and implement the school's Behaviour Management Policy
- Ensure appropriate consequences for any student partaking in acts of bullying or harassment
- Undertake mandatory Child Safe Environment Training: Reporting to Abuse and Neglect
- To review and update the Anti-Bullying policy annually with all staff

Cyber-Safety Policy

- Ensure all virus protections software is up-to-date
- Ensure students are aware of safe practices when using ICTs
- Ensure all students enrolled at Hungarian Community School, Adelaide Inc. have signed and returned the Cyber-Safety User agreement
- Any report made to the eSafety Commissioner is made within a reasonable time and provide any necessary evidence
- Students are referred to services that can help with the aftermath

Special Needs Policy

- Identify students who may require additional support or assistance
- Provide reasonable adjustments for students with special needs
- Liaise with parents who have a child/children with special needs to discuss appropriate measures and reasonable adjustments
- Liaise with teachers who will teach students with special needs to identify the support and additional resources required
- Meet regularly with parents, teachers, and students to discuss progress and any concerns pertaining to the student



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Advise parents of changes to the school and the impact these changes will have on the student with special needs
- Advise parents when the school can no longer meet the needs of the student
- Ensure adequate supervision is provided at all times
- Securely store any personal and health information provided to the school and restrict the access of this information to only relevant personnel

Hot Weather Policy

- Check the UV index and forecast temperature on the Bureau of Meteorology website (<http://www.bom.gov.au/>) and decide the best plan for the day
- Inform staff of policy and procedures relating to hot weather and changes made to any scheduled learning activities that may be impacted by hot weather
- Notify parents if there is to be a change in the learning program (cancellation of excursions, outdoor activities, modifications to break-times, or permission to dismiss students)

SunSmart Policy

- The Principal will check the UV Index and adjust outdoor activities to ensure the risk of skin damage is minimised
- Announcements will be made to staff and students to inform them of the UV index and the sun protection measures that will be implemented

Immunisation and Infection Control Policy

- Inform all members of the school community if there has been an outbreak of any disease, infection or medical condition
- Seek medical assistance if a child displays symptoms of a disease or illness or becomes ill while at school
- Inform the parents of a child if their child displays symptoms of a disease or illness or becomes ill while at school and determine a suitable plan of action
- Contact emergency contacts if the parents of an ill child cannot be reached

Screening DVD and Movies Policy

- Grant permission for use of films, documentaries, DVDs and audio-recordings
- Ensure all audio-visual and audio materials are suitable for use within the school and are an appropriate accompaniment to the educational program.