



Special Needs Policy May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES40
Related Policies	Risk Management Emergency and Critical Incidence Supervision of Student Policy Enrolment Policy Behaviour Management Policy Anti-Bullying Policy Cyber-bullying Policy
Version	1
Created By	Policy Officer: Kate Quane
Reviewed By	Executive Officer: Darryl Buchanan
Applies to	Ethnic Schools South Australia
Key Words	Special needs; adjustment; reasonable adjustments, disability.
Status	Approved
Approved By Executive	ESASA Executive Committee
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Review Date	April 2018

Table 2: Revision Record

Date	Version	Revision Description
March 2017	1	New policy developed



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

Hungarian Community School, Adelaide Inc. is committed to providing accessible and inclusive learning environment for people who want to learn more about the Hungarian language and culture. As the Hungarian Community School, Adelaide Inc. provides community education it must comply with the Disability Standards for Education 2005 and the Disability Discrimination Act 1992.

This policy should be considered in conjunction with the Hungarian Community School, Adelaide Inc.'s Anti-Bullying Policy, Cyber-Bullying Policy, Behaviour Management Policy and Enrolment Policy.

Definitions

Special needs are the particular educational requirements resulting from learning difficulties, physical disability, or emotional or behavioural difficulties.

Policy

The Hungarian Community School, Adelaide Inc. recognises the individual needs of students and respects the rights of students. The Hungarian Community School, Adelaide Inc. will make every attempt to accommodate students with special needs and/or disabilities and to comply with the Disability Standards for Education 2005. An adjustment will be considered unreasonable if the adjustment required will cause unjustifiable hardship to the school or risks the well-being, health and safety of staff or students.

Families wishing to enrol students with a special need must inform the school upon enrolment. This is to ensure that the students' educational, physical, and social needs are met. Hungarian Community School, Adelaide Inc. may not be able to accommodate all students who have an identified special need or disability. In this circumstance, Hungarian Community School, Adelaide Inc. will place students on a wait list and will notify families when a vacancy at the school is made available. If Principal has met with the parents and student with a special need and discussed possible adjustments, and the school cannot accommodate the student, then enrolment will be refused.

Adjustments

An adjustment is a measure of actions (or a group of measures or actions) taken by Hungarian Community School, Adelaide Inc. that has the effect of assisting a student with a disability. Adjustments may be made:

- To apply for admission at the school
- To participate in Hungarian Community School, Adelaide Inc.'s language and culture programs
- To use facilities or services (on the same basis as a student without a disability and includes an aid, a facility, or a service that the student requires because of his or her disability)

A reasonable adjustment considers the student with a disability and the interest of all parties affected. This includes:

- The student



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- The student's parents
- The school
- The teacher of the student
- Other Students

Reasonable adjustments may change over time and will take into consideration the following:

- The student's disability
- The effect of the adjustment on the student including the effect on the student's
 - Ability to achieve learning outcomes
 - Ability to participate in school programs
 - Independence
- The effect of the proposed adjustment on anyone else affected including the school, staff and other students.
- The cost and benefit of making the adjustment.

Eliminating Harassment and victimisation

Every effort will be made by Hungarian Community School, Adelaide Inc. to eliminate harassment and victimisation of students with special needs. Hungarian Community School, Adelaide Inc. will take reasonable steps to ensure that staff and students are informed about:

- Their obligation not to harass or victimise students with disabilities, or special needs
- The appropriate action to be taken if harassment and victimisation occurs
- Complaint process available to a student who is being harassed or victimised

Hungarian Community School, Adelaide Inc.'s Behaviour Management Policy, Cyber-Bullying, and Anti-Bullying Policy outlines procedures for students who have witnessed or have been harassed or victimised. The Behaviour Management Policy outlines expectations and provides strategies for dealing with inappropriate behaviour. Hungarian Community School, Adelaide Inc.'s Grievance and Complaints Policy outlines procedures for dealing with and making a complaint. For further detail please refer to these policies.

Confidentiality and Privacy Procedures

It may be necessary for Hungarian Community School, Adelaide Inc. to ask for personal and health information from a student. Personal information will be securely stored with restricted access to authorised staff. Information will be collected with informed consent and will be used only for the intended purpose.

Supervision of Students

Hungarian Community School, Adelaide Inc. strives to have a safe, fun and educational learning environment. This extends to excursions and incursions. If an excursion is organised and will be attended by students with special needs, Hungarian Community School, Adelaide Inc. will look at the student and staff ratio and adjust accordingly. In most circumstances, extra staff or parental volunteers will be required.

During break times, Hungarian Community School, Adelaide Inc. will adjust the number of teachers on supervision duty to accommodate student with special needs.



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Responsibilities

It is the responsibility of the Principal to:

- Identify students who may require additional support
- 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.
- 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.

Further Documents

Australian Government: Department of Education and Training, (2016); Disability Standards for Education 2005 <https://www.education.gov.au/disability-standards-education-2005>

Australian Government: Department of Education and Training; Fact Sheet: Disability Standards for Education 2005 https://docs.education.gov.au/system/files/doc/other/dse-fact-sheet-2-dse_0.pdf

Australian Government: Federal Register of Legislation; Disability Discrimination Act 1992: <https://www.legislation.gov.au/Details/C2016C00763>

Australian Government: Federal Register of Legislation; Australian Education Act 2013 <https://www.legislation.gov.au/Details/C2016C00310>