

## COMMUNITY ACCESS POLICY

### STATEMENT

The school's Community Access program enables students to further their learning and social skills development in a non-school setting. Community Access complements and is an important aspect of the educational programs offered at our school.

### RATIONALE

Hume Valley School recognises that students need to develop knowledge and skills to participate effectively in the local and broader community. This development of knowledge and skills takes place in the classroom on a daily basis. HVS recognises that many of these important skills needs to be learnt and reinforced in real life situations and for this reason Community Access Programs form an important part of the curriculum.

The HVS Community Access Program aims to develop students'

- Skills and behaviours necessary to promote participation in their home and school community.
- Skills and ability to become responsible citizens.
- Ability to access community facilities and services.
- Protective behaviours
- Traffic safety skills.
- Vocational preparation.

### UNIT OBJECTIVES.

#### Prep to Year 10

Our students in Prep to Year 10 are offered a comprehensive curriculum focused on the acquisition of communication, literacy and numeracy skills and positive social behaviours. The main objectives of the Community Access program are:

- To promote engagement and reinforce positive social behaviour
- To introduce and practice behavioural expectations within a unfamiliar or community settings
- To develop students' sense of themselves as a member of a community
- To broaden their knowledge of and access to community venues, facilities and resources
- To reinforce their literacy and numeracy skills
- To broaden knowledge of and experiences related to integrated curriculum units

#### Later Years

The Later Years Sub Schools offer a curriculum that focuses on building students' knowledge and behaviours in preparation for post school life. Students will develop a range of independence skills, social and vocational skills to interact effectively with others at work and in the community.

The objectives for Later Years students are:

- To consolidate academic and social skills
- To effectively access and utilise public facilities and resources within the local and broader communities
- To develop an understanding of and capacity to demonstrate acceptable behaviours
- To develop thinking and personal learning skills e.g. making group decisions on where to go, how to get there, gathering timetables, purchasing for a class activity.
- To access recreational activities they can be involved in outside school hours
- To develop independence in accessing public transport.
- To extend their knowledge and experience of community life
- To develop and practice their vocational skills through a range of volunteer and work placement opportunities

## **IMPLEMENTATION**

### **PLANNING REQUIREMENTS:**

**When planning community access visits the following is to be considered:**

- A risk assessment must be conducted prior to submitting a Community Access schedule. See Appendix B.
- The cost of the community access visits in relation to other weekly and termly expenses
- Student outcomes which will be identified in the term's Curriculum Planner and student PLSPs
- The Learning Intention of the Community Access.
- Sub School and specialist Community Access schedules are developed in the last week of the term prior for approval.
- Once approval has been granted, the approved schedule will then be placed on Compass and emailed to the Assistant Principal.
- All class groups will have timetabled access to a school vehicle to undertake a Community Access Program. Community Access programs as per the relevant timetables.
- Adequate staff ratios will be provided to ensure Community Access programs are conducted in a safe manner
- When planning Community Access visits teachers will consider the needs and safety of the whole group and the rights and safety of members of the community.
- Community Access visits will be identified in the Sub School newsletters sent home at the beginning of term.
- If Community Access visits are taking place out of the local area teachers will need to forward home a note on school letterhead containing the following information:
  - Destination

- Address
  - Mode of Transport
  - Money required
  - Return date for note
  - Relevant medical information
  - Purpose and relevance to curriculum
  - Standard permission form for parents to return to school that includes provision for parents to list a relevant day time contact number
  - A single permission form detailing the above information may be used for multiple excursions.
- Teachers will take with them a list of participating students (including their home contact details) and relevant medical information on all Community Access activities.
  - In accordance with DET regulations, staff trained in first aid will be in attendance on all Community Access activities.
  - Teachers will take a first aid kit on all community access activities. Teachers will take the asthma kit and/or EpiPen® kits if students are identified as asthmatic and/or anaphylactic.
  - All signed permission forms for Community Access are legal documents and must be kept for 7 years. In the case of an accident, occurring on a Community Access, that form must be kept indefinitely.
  - Teachers will store all student Community Access permission notes in a central file that will be forwarded to the office at the conclusion of the school year, to be archived.
  - Parents selected to assist with Community Access will be required to undertake a WWCC.

## REFERENCES

Appendix A - sample Permission Form.

Appendix B – sample Risk Assessment Form.

## EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle.

<b>Ratified By Hume Valley School Council</b>	November 2015
<b>Review Date:</b>	November 2018