

Xuno Individual Education Plans

- Jackson Learner Profile (inc Term 1 SSG Minutes)
- Safety / Behaviour Support Plan (BSP)

To edit Individual Education Plans (ILPs) click on Accelerus Reports from your Staff Dashboard. To download published ILPs and Reports click on ILPs, Reports and Letters in the Student Dashboard.

Xuno Incidents & Referrals Guide

Type	Access/Visibility	Purpose	Email Distribution
Child Safety Concern / Disclosure	All Staff	Record sensitive notes not for distribution to all staff, for example: - child disclosure/mandatory report - child safety concern Staff need to continue to make a Mandatory Report with DFFH and record the details here.	Principal Team Social Worker
Complaint	All Staff	Record sensitive notes not for distribution to all staff, for example: - informal complaint - formal complaint	Principal Team Social Worker
Wellbeing - Concern	All Staff	Replaces old Wellbeing Notes. Wellbeing history can be access/viewed by Leadership and Wellbeing. For example: -	Classroom Teacher & ES, Leading Teacher, Mental Health & Wellbeing Staff, Allied Health
Office Referral Form - Major	All Staff	Record major student behaviour incidents. See PBIS Behaviour Flowchart for examples.	Classroom Teacher & ES, Leading Teacher, Mental Health & Wellbeing Staff, Allied Health
Office Referral Form - Minor	All Staff	Record minor student behaviour incidents. See PBIS Behaviour Flowchart for examples.	Classroom Teacher & ES, Leading Teacher, Mental Health & Wellbeing Staff, Allied Health
Wellbeing - First Aid Incident	All Staff	Record of a first aid incident. The office staff will record this in EduSafe Plus and contact WorkSafe as required.	N.B. Parents/Carers no longer receive a notification. Teacher to call family to notify.
Active Supervision (inc Recess & Lunch Plan)	All Staff	Information required for all staff distribution about individual students, for example:	All Staff

		<ul style="list-style-type: none"> - recess and lunch plans - student separations - BSP summary. <p>Teacher to add student photo to Teams Channel.</p>	(Plus post to Active Supervision Teams Channel)
SSG Communication	All Staff	<p>Record of all meetings and communication with families and SSG members. This includes:</p> <ul style="list-style-type: none"> - termly SSG meetings - telephone/email communication - attendance follow-up - re-entry SSG meetings - behaviour support SSGs - enrolment/transition SSGs - Career Pathway SSGs 	Classroom Teacher & ES, Leading Teacher, Mental Health & Wellbeing Staff, Allied Health
Bus Incident	Admin	Record of Notice of Concern from the bus chaperone. Inputted by the office into Xuno.	
OSHC Incident	Admin	Record of Major Notice of Concern from Their Care. Inputted by the office into Xuno.	
Suspension	Principal Class	Record of internal and external suspensions. See Suspension Guidelines .	All Staff (Essential Info Only)

Archive

Confidential Archive	Leadership (All Staff in 2023)	Previously Confidential Notes 2018-2023. Archived notes can be accessed here.	Messaging Disabled
Notes Archive	Leadership (All Staff in 2023)	Previously Notes 2018-2023. Archived notes can be accessed here.	Messaging Disabled
Wellbeing Archive	Leadership (All Staff in 2023)	Previously Wellbeing Notes 2018-2023. Archived notes can be accessed here.	Messaging Disabled