




SACRED HEART PRIMARY SCHOOL

LIDLAW ST, PO BOX 32, BOGGABRI NSW 2382

PH: 0267434656 | EMAIL: admin@sacredheartboggabri.catholic.edu.au



Student Leadership Policy

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Student Leadership Policy

Purpose

At Sacred Heart Primary School, Boggabri (SHS) we are guided by the belief “The world tells us to seek success, power and money; God tells us to seek humility, service and love.” Pope Francis.

Student leaders play an important role in the care and organisation of students and staff at SHS. The SHS leaders will be asked to undertake a number of responsibilities. These include, but are not limited to;

- Preparation for and participation in school assemblies
- Preparation and delivering of speeches of thanks and appreciation to visitors
- Representing the school at special events such as the ANZAC Day March, Australia Day Awards and Catholic Schools Week Mass
- Assisting staff whenever requested
- Wearing the SHS uniform at all times with pride
- To be an advocate for all students at SHS

SHS does not authorise student leaders to discipline or direct other students.

Scope

This Student Leadership Policy applies to students wishing to become school leaders or students who have been appointed a Student Leader role.

Definitions

Cohort	Is the minimum number of persons required to perform or undertake a certain function.
CSO	Catholic Schools Office, Armidale
Leadership Team	At SHS this is be the Principal, Leader of Pedagogy (LOP) and Religious Education Coordinator (REC). At certain times additional senior staff may be required to form a cohort.
School Community	All Students and Staff at SHS
SHS	Sacred Heart Primary School, Boggabri
Student	Child who is formally enrolled at SHS
Staff	Anyone who is employed as a paid worker at SHS, regardless of their position.



Policy

The expectations of the SHS leaders include;

- To lead by example at all times
- Uphold the Core Values of SHS
- Demonstrate mature and responsible decision making
- To understand that leadership requires humility, service and love

Leadership is a privilege and not a right. The privilege to be a student leader must be earned and no student leader will be elected if they do not consistently meet the expectations listed above. SHS will appoint the best candidates for the role as determined by the school community elections, regardless of gender. For example, the School Captains may be two males, two females or one male and one female if elected by the school community. The same applies for the House Captain positions.

Aim

The primary aim for the student leaders' election each year is to elect two School Captains and two House Captains. In the event of a small cohort (three or less) of suitable nominees, please refer to the Small Cohort Contingency (under 3 Voting Procedures).

A small cohort may result because three or less students:

- are in Year 5
- nominate for a leadership role
- are suitable to nominate and be appointed

Procedure

1. Eligibility of Candidates

- All eligible Year 5 students and their parents/carers will be presented with the Student Leadership Policy at the beginning of Term 4. Students wishing to nominate for the student elections must submit their nomination in writing to the Leadership Team and agree to the SHS Student Leaders Role Statement.
- Students must be enrolled at SHS at the August census of their Year 5 academic year in order to be eligible for a leadership position.
- Students who have a recorded Major or Serious Behaviour incident in the preceding six months of the student elections will not be eligible for a leadership position. At the commencement of the leadership process, the Leadership Team will confirm eligible candidates in writing.

2. Presentation of Speeches - all eligible students will present a speech to the school community demonstrating their willingness to nominate for a leadership position and the characteristics they feel best represent their own leadership qualities.



3. Voting Procedures

Small Cohort Contingency - voting may not be required where there is a small cohort. Depending on the nominations and eligibility of the students, discretion will be left to the leadership team to determine the student leadership roles and appointment to those roles. This will ensure the best possible outcome for the school.

- Unless there is a small cohort, voting will take place immediately after the candidate speeches.
- All students from Kindergarten to Year 5 and all staff members will be invited to vote for the Captain Roles using the Leadership Voting Slip.
- Voting will be through a preferential voting process, with the preferred candidate indicated by placing the candidates in order of preference, numbering all boxes. By not numbering all boxes the vote will be considered invalid.

4. Counting of Votes

- All votes must be collected by staff members and kept in a secure location.
- Votes should be counted as soon as practicable following elections
- At least two members of the Leadership Team must count votes to ensure fidelity of the outcome. Anyone with a declared conflict of interest must not take part in any counting of votes.
- Votes should be counted for the **School Captains first** by using the Student Leader Record of Final Votes.
- The winning candidates will be the two candidates with the most number one votes.
- In the event of a tied vote for the second candidate, the candidate with the most number of two votes will be declared the second winner. In the event of another tie, this process will be repeated until a clear winner can be determined for the second position.
- The final outcome for the School Captain Roles must be verified and signed off by all staff members counting the votes.
- Once the candidates for the School Captains have been finalised, votes will be counted for the House Captains. Using the Student Leader Record of Final Votes remove the winning candidates for School Captain and count the votes for all the remaining candidates.
- The winning candidates will be the two candidates with the most number one votes.
- In the event of a tied vote for the second candidate, the candidate with the most number of two votes will be declared the second winner. In the event of another tie, this process will be repeated until a clear winner can be determined for the second position.
- Where the outcome of voting is not practical, the Leadership Team will have the discretion to make appropriate arrangements to ensure the result will work for the school. For example, where the remaining candidates (after School Captains have been determined) are all in the same house the Leadership Team may give the second winning candidate the option to change House so they can take up their role as House Captain of the new house.
- The final outcome for the House Captain Roles must be verified and signed off by all staff members counting the votes.
- A record of the final votes count should be kept in a confidential file by the Leadership Team.
- All votes are to be destroyed at the conclusion of the vote count.

5. Announcement of Student Leaders - all Student Leader Roles will be announced at the Presentation Night ceremony.



6. Presentation of Badges - all student leaders will receive their leadership badges at the Induction Mass at the beginning of the school year.

Conflict of Interest

In the event of a staff member having a conflict of interest, this conflict must be declared using the Conflict of Interest Disclosure Statement and returned to the school for submission to the Leadership Team, prior to the voting process. Any staff members with a declared conflict of interest must not have any role in the collection or counting of student or staff votes. Failure to declare a conflict of interest may result in a student being ineligible for Student Leader. A staff member may choose to abstain from voting if they have a declared conflict of interest. A conflict of interest may include, but is not limited to;

- Being a direct family member of a candidate
- Being a guardian of a candidate
- Being a godparent of a candidate

Vacancy of Student Leader Role

In some cases, a vacancy may arise in a Student Leader position. This may be due to a student leader relocating to a new school, a student leader being removed from their position or in the event of a prolonged and unforeseen absence. In the event of a vacancy, the following procedure will be followed;

- The Leadership Team will confirm if the candidate with the next highest vote, at the previous student election, is still eligible for the leadership position
- A consultation process with staff will be conducted to decide if a replacement leader is needed with consideration for the time of the year the vacancy takes effect and for the flow on effect if this impacts House Captain positions
- If a replacement is required, the position will be formally offered to the student eligible
- The replacement will be presented with their badge at the next formal event of the school year

Removal of a Student Leader

In extreme circumstances, the actions or behaviour of a student may force their removal from a leadership position. This behaviour may include deliberate actions that contradict the SHS Behaviour Support Policy, confirmed bullying or consistent refusal to follow guidelines as set out in the Student Code of Conduct or directions from staff. In the event of a student being removed from their leadership position, the student's parents/carers will be formally notified in writing of the school's decision.



Responsibilities

Student	<ul style="list-style-type: none">Undertake their role in as per the Role Statement SHS does not authorise student leaders to discipline or direct other students.
Staff	<ul style="list-style-type: none">Offer support and guidance to the Student Leaders
Parents/Carers	<ul style="list-style-type: none">There is an expectation that parents/carers make every effort to ensure their child is able to fulfil their responsibilities as set out in the role statement. This includes travel and attendance to events offsite and outside of school hours

Implementation (Training & Communication)

Training for this policy will not be necessary but it is important that all staff, parents/carers and students are made aware of the policy. This will be done using the following methods:

- Ideally this will be published in the last 2 Newsletters in Term 3 and the first 2 Newsletters in Term 4.
- Made available on the school website.

Training for the Leadership role will occur by firstly presenting all eligible Year 5 students and their parents/carers with the Student Leadership Policy at the beginning of Term 4. They will also be given the opportunity to have any questions or concerns addressed by the Leadership Team.

Training for students will be provided by way of support and guidance as required from the Leadership Team and other staff. Instruction and practice for specific events will be provided prior to the event taking place.

Policy Review

This policy will be reviewed annually by school staff following the election of Student Leaders.



Attachments

Attachment A	Student Leader Role Statement
Attachment B	Nomination for School Leader
Attachment C	Conflict of Interest Disclosure Statement
Attachment D	Student Leader Voting Slip Template
Attachment E	Student Leader Record of Final Votes

Related Documents

SHS

Core values	
Student Code of Conduct	
Behaviour Support Policy	

CSO

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External

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