



Safeguard for Students Policy

Version No.	Date Review Due	Board Approved and Date Published	Changes Made	Author of Changes
1		09/2017	Creation of Policy	TM
2		03/2018	Minor formatting amendments	TM
3		06/2019	Update to reflect change in premises infrastructure	TM
4	02/2020			



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2 POLICY

Helena River Steiner School strives to provide safety and security for all children in the school at all times.

Helena River Steiner School provides safeguards for students in the following areas:

- Pick-up and drop-off of children before, after and during school hours
- Visitors on school premises
- Volunteers working at Helena River Steiner School
- Contractors on school premises
- Moving between the classroom and playground for primary students given proximity to street, Court House and Police Station

3 PROCEDURE

3.1 Pick-up and Drop-off of Children Before, During and After School Hours

- Parents are asked to notify the school in writing (annually and preferably at the beginning of each school year) as to who is a permissible person to pick up their children from school including emergency situations (if different). Any changes during the school year must be put in writing and submitted to the office (see the Parent Handbook)
- In unforeseen circumstances (short notice) a phone call to the office is necessary notifying the teacher of alternative pick-up arrangements, or via email or text message from the parent's / caregiver's phone
- All persons collecting and/or bringing children at alternative times other than the beginning or end of the school day must report to the office first
- On each occasion the child or children leaves and returns to school, the person taking them must sign both out and in if applicable at the register held at reception
- Persons taking children during school hours to regular appointments can provide details in writing once only specifying the times, dates and purpose for the child's absence

3.2 Visitors on School Premises

- All visitors apart from current parents visiting during school hours must report to the office and sign the visitors' register on arrival and departure. There is a prominent sign on the front gate telling all visitors to report to the office
- Once the visitor has been signed in, reception will supply a visitor's badge which must be worn and clearly displayed at all times during their visit
- On signing out at reception, the badge must be returned

3.3 Volunteers Working at Helena River Steiner School

- Non-parent volunteers are required to hold a Working with Children card before undertaking any voluntary work at the school
- The volunteer must always be in the presence of a teacher or other staff member whilst on the school premises

3.4 Contractors on School Premises

- Contractors working for the school on a regular basis must provide a copy of their current police clearance certificate and details of their public liability insurance (if required)

- Contractors working for the school for more than a three-week period must sign a ‘contractor on school premises’ form available at the office
- Contractors will be treated as visitors, and as such must sign the visitors’ register and wear the appropriate badge to identify them

4 PROCEDURES SPECIFIC TO PROXIMITY TO STREET, COURTHOUSE AND POLICE STATION

- Relationships have been established with the Midland Courthouse and the safety of our children has been discussed and strategies implemented in the event of disorder or dangerous behaviour in the vicinity. The manager of the courthouse has advised:
 - There are always two security officers stationed in front of the courthouse who do regular perimeter patrols and are instructed to call the police at any sign of disturbance.
 - The building has scan machines
- Relationships have been established with the Midland Police Station (also opposite). The Senior Sergeant has advised:
 - There are numerous officers on patrol around the courthouse and nearby
 - They are always alert and ready at the station to attend to a situation
 - They are in close communication with the courthouse and are notified in advance if a contentious case is being heard so they can be prepared, and have an immediate response if they are called
 - The different ways we can contact them:
 - The station number - 9250 0333
 - The Operation Manager’s number at the station - 9250 0340
 - Police assistance - 131 444
 - Life threatening situations - 000
- All our staff carry their mobile phones while on duty and have the Midland Police Station number programmed into their phones in the event of an emergency or suspicious activity
- We employ a different emergency alarm sound if the emergency requires all students and staff to Evacuate and assemble at the assembly point or Lock Down. Students and staff are familiar with the meaning of each sound

5 REFERENCES

Related Documents	
Links With	<ul style="list-style-type: none"> • Child Protection Policy • OSH Policy • Playground Supervision Policy • Protective Behaviours Policy • Positive Learning Environment Policy • Behaviour Management Policy • Bullying and Prevention Management Policy • Staff Code of Conduct
Related Legislation	
Appendices	Appendix I: Appendix II:



6 APPENDICES