

SAFETY AND SECURITY- People in School Grounds POLICY

Rationale:

- Albert Park Primary believes that a safe and secure environment for students, staff, parents and visitors should be provided while on the school premises and during off-campus activities.

Aims:

- To encourage student, staff and visitor safety and security.
- To ensure custodial protocols are followed.
- To create a safe and hazard free environment.
- To ensure safe evacuation of students, staff and visitors in the event of a critical incident.

Implementation:

Students are to be identified as a group both on school premises and whilst on excursions:

- Students are encouraged in appropriate play.
- Out of Hours School Care program be available before 8.45 am and after 3.30 pm.
- School uniform is compulsory and students should wear it every day for ease of identification.
- Visitors to the school must sign the in/out register at office and be readily identified with a visitor's badge.
- Visi-vests for yard duty teachers.

A school is private property:

- Only authorised people are permitted on school premises. Others who do not report to the school office will be deemed trespassers.
- In the event of an emergency, a verbal request must be received by office staff for students to be released to other parents. In regular circumstances, only people with written authority will be allowed to collect children other than the parent.
- No child is to go outside school grounds during school hours unless accompanied by an authorised adult.

Storage of all school property and the handling of hazardous goods:

- Cleaners' store-rooms remain locked at all times and restricted to authorised personnel.
- Storage of bulk solvents, fuels and power tools / equipment must be secure beyond the reach of students and public.
- Designated personnel maintain responsibility for locking of all doors and buildings.
- Staff, visitors and trades persons are to exercise due care to avoid injury to others.

There are clear procedures to follow in case of a security threat in the DISPLAN (Disaster Plan):

- All staff will be familiar with the school DISPLAN
- School will conduct evacuation and lockdown procedures at the discretion of the principal.

First Aid: Please refer to the First Aid policy.

Parents' Role:

- Parents will be informed of the policy.

Documents in support of this policy:

- Trespass Management Document
- Excursions/Incursions Camps Policy
- Student Engagement Policy
- First Aid Policy
- Anaphylaxis Policy

Evaluation:

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

Program Leader: Julie Askew	Issued in Newsletter: May 27 th 2010	Updated / Ratified by SC: 19/05/2010
---------------------------------------	---	--