



ST. MARY'S SCHOOL, ALTONA

SCHOOL SAFETY POLICY

Preamble:

All people who attend or use St. Mary's School have a right to be safe. It is the responsibility of the school to ensure that all appropriate precautions are taken to ensure the safety of students, staff and others, so as to provide a safe working and learning environment.

The school acknowledges that it has a duty of care to students who attend the school to ensure that they are safe. St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

Responsibility of St. Mary's School

The school will ensure that:

- Procedures will be put in place to ensure that children are supervised at all times whilst on school property.
- All staff are regularly briefed as to the expectations of the school on them, in relation to student safety.
- An Occupational Health and Safety Committee will meet regularly to discuss safety issues.
- Appropriate first aid equipment and practices are maintained and sufficient staff are trained in first aid procedures.
- All buildings and equipment are inspected regularly and is maintained to manufacturers' specifications.
- All classrooms are kept in an orderly manner, ensuring that traffic pathways are kept clear.
- All visitors to the school are required to sign in at the school office and wear a visitor's badge. They need to sign out when they leave the school.
- All three external gates to the school are locked at 9.00 am. and unlocked at 3.10 pm. (2.50 pm. on Mondays). The only entry to the school during these times is through the school foyer.
- All classroom helpers, parents assisting on excursions or assisting in any other way in the school where contact with children is possible including tradesman are required to have a Working With Children Check.
- All fire prevention equipment has regular maintenance checks to ensure compliance with appropriate regulations and appropriate fire safety procedures are developed and practiced regularly.
- St. Mary's Emergency Management Procedures are displayed in all relevant areas of the school and at least one pre-announced and one unannounced emergency management procedure drill will occur each semester (as stated in our Emergency Management Policy).

Responsibility of employees of the school:

- To ensure that the school's expectations in relation to student safety are met
- To be fully informed about procedures relating to student safety

Responsibility of parents of the school:

- To co-operate with the school in ensuring that student safety is a priority

Responsibility of students of the school:

- To ensure that they do not do things that are unsafe for themselves or others