

PORT MACQUARIE STEINER SCHOOL
2.5 STUDENT WELFARE AND SECURITY POLICY

Drafted date: 6 th March 2018	By: Melodie Ayriss	Approved by Board date: 27 th March 2018
Reviewed date: 21 st March 2018	By: Ruth Gallagher	Next review due date: March 2019
Associated policies:	1.1 PMQSS Buildings and Premises Policy 4.5 PMQSS Critical Incidences and Emergencies Policy	
Associated Laws:		

INTENTION

To clearly outline the School's policies and procedures in relation to the security of students when using School buildings and facilities.

INTRODUCTION

Premises and buildings will conform to a range of safety standards and as part of our commitment to providing a secure environment for our School community. The buildings and premises of the School include:

- Main hall and indoor teaching and learning area;
- Kitchen;
- Outdoor playground structures;
- Fencing and gates;
- Paths;
- Front lawns and driveway.

POLICY

The School has measures in place to promote the safety and wellbeing of all students as their security is of utmost importance.

1. School Grounds

The School is located on Table Street, where a School zone speed limit has been introduced. At this stage, due to enrolment numbers, there is no pedestrian crossing on Table Street so parents and guardians are advised upon enrolment and in the Kindergarten Parent Handbook to utilise the School carpark for pick up and drop off.

The School grounds are surrounded by secure fencing which is inspected as part of the Buildings and Premises Checklist once per term.

2. Student Pick-Up

Children will only be released to a parent, guardian or a person authorised by the parent or guardian through written notification as part of the Student Pick-up Authorisation. If a situation arises where the delegated person or person arriving to collect a student is

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unfamiliar to our staff, photo identification will be requested and a phone call made to the parent or guardian to verify.

3. Buildings, Facilities and Emergencies

In the School's professional judgement of the matter, the following measures are implemented to promote the security of all students.

(a) Buildings and facilities are:

- secure;
- well lit;
- well cleaned;
- appropriately furnished;
- safe and accessible for play and use, including school grounds; and
- subject to a regular maintenance schedule to ensure that they are safe for use.

The School has in place procedures in the event of emergencies which require evacuation. Please see PMQSS Fire Evacuation Policy for more information. The PMQSS Critical Incident and Emergencies Policy and PMQSS Lockdown Policy have more information on other emergency situations which may occur.

PROCEDURE(S)

Student Pick-Up

1. Upon enrolment, parents or guardians complete a Student Pick-up Authorisation where they are to nominate an authorised person to collect their child from the School.
2. If a situation arises where the delegated person or person arriving to collect a student is unfamiliar to our staff, proper identification will be requested and a phone call made to the parent or guardian to verify.

Security of the Buildings and Facilities

1. The School Management Committee will liaise with the staff, inspect and observe the buildings and premises once each term to assess the current standard and the state of repair of the school buildings including their security.
2. A Buildings and Premises Checklist will be completed which will confirm that buildings and premises are:
 - in acceptable condition;
 - needing repair but not dangerous; or
 - a hazard (such as a security issue) needing urgent repair.

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3. Where there are no urgent hazards, the report will be submitted to the School Board at its monthly meeting.
4. Where there is a hazard identified, the report will be submitted immediately to the President of the School Board for action. If a hazard is identified by a staff member which needs urgent attention, they can complete the Hazard Report Form and submit it directly to the President of the School Board for action.
5. All Building and Premises Checklists will be copied to the Administration Officer for record keeping and retention and any future reporting to NESAs.

RESOURCES

Buildings and Premises Checklist
Hazard Report Form
Fire Evacuation Diagram
Student Pick-up Authorisation

REVIEW

This policy will be reviewed annually.