

HEALTH AND SAFETY

Date Adopted	March 2001
Policy Type	Nag 5
Last Review	August 2010
Next Review	August 2013

RATIONALE:

The school Board of Trustees is responsible for ensuring the physical and emotional safety of students and staff at all times in the school environment, and for complying in full with any legislation currently in force or that may be developed to ensure the safety of students and employees. (NAG 5)

PURPOSES:

- To provide a physically and emotionally safe environment for students and staff at Arthur Miller Primary School.
- To comply with all current legislation which ensures the safety of students and staff.

GUIDELINES:

1. The school will have written policy statements and procedures, actively practised and regularly reviewed, for the following areas:
 - Bullying
 - Child Abuse
 - Sexual Harassment
 - Smoke-Free
 - Education Outside The Classroom
 - Complaints Against Employees
 - Pool Safety and Pool Quality
2. The school will have written procedures, actively practised and regularly reviewed, for the following:
 - Pool Safety
 - Cycling To School
 - Emergency Procedures
 - Contractors and Sub-Contractors On Site
 - Safe In The Sun
 - Traffic Wardens
 - Injury Prevention, Safety and Sickness
 - OSH implementation and compliance
 - Behaviour Management/Pastoral Care of students
3. Management Procedures will reference current legislation.
4. Regular school inspections will be undertaken by the Principal and designated Board of Trustees member to ensure that the school is a physically safe site and that any required maintenance is attended to promptly.
5. Stand downs, suspensions, expulsions and exclusions will be dealt with as per the June 2003 MOE guidelines.
6. When staff are working on site out of normal school hours staff will:
 - Lock themselves in the area that they are working in
 - Inform family as to when they are expected home and should their circumstances change, use the telephone in the classroom to contact family
 - Where practical, move their car as close as possible to their classroom
 - Take all reasonable steps to ensure their own safety
 - Utilise the Police Security phone 8310700 and/or contact a Board member if unsure of any situation.

CONCLUSION:

Arthur Miller Primary School will have a set of implemented policies and procedures that will result in a safe and caring physical and emotional environment for our school community.