

SAFETY POLICY

16 August 1995

PURPOSE

To provide guidelines to be used by staff, parents, board and children to ensure that the highest standard of safety is maintained for all those who attend Wakari School.

OBJECTIVES

1 Safety in travelling to and from School:

- a. *Use of cycles, skateboards and scooters*
The use of bikes, skateboards and scooters to travel to and from school is not allowed.
- b. *Supervision of children crossing roads in the vicinity of the School*
The Helensburgh Road crossing is supervised by parents and teachers rostered before and after school. Shetland Street must be crossed at the crossing opposite the school's rear gate, rather than at the corner with Helensburgh Road. Parents are rostered to supervise at 3pm.
- c. *Entry to and exiting from the school grounds*
For pedestrians this must be through the pedestrian gates, not the vehicle entrance.

2 Absence of pupils from School:

In the event of a child being unable to attend school, parent or guardian notifies the school office prior to commencement of school by telephoning or sending a note with a sibling. Any un-notified absence is checked by phoning home.

3 Closure of School for safety reasons

The principal, in consultation with the chairperson of board, may close the school in event of snow, ice, fire, or loss of essential services (such as power, water or sewage) if considered there is significant risk to pupils and staff. This would normally be broadcast on the local radio stations before school.

4 School Grounds

- a Playgrounds are supervised by teachers at morning break and at lunch time.
- b Playing areas, playground and sports equipment are checked for safety at least once a term by the caretaker, and repaired as necessary.
- c Sand-pit sand is replaced as necessary because of fouling. Woodchips are replenished as necessary.
- d Out of bounds areas are specified.

5 School Buildings

- a Buildings are maintained in accordance with relevant regulations and by-laws.
- b All fire exits are clearly marked and free from obstruction.
- c The School has an evacuation plan.
- d Furniture and furnishings are checked for safety at least once a term, and repaired or replaced as necessary.
- e Adequate first-aid facilities are provided, including a sick-room, a first-aid kit requirements, and an adequate record system for injuries and accidents.
- f Adequate provision is made for the safe storage of hazardous materials within the School.

6 Out-of-School Activities

- a There is adequate supervision of children and equipment while on any official out-of-school activity. The following adult/pupil ratios apply when the activity involves risks greater than would normally be anticipated within the school environs:

J1 - J3 1 : 6

S2 - S4 1 : 8

When children travel as a group by bus to a central city venue (to, for example, a dramatic performance at the College of Education or a class visit to a museum) then the principal may authorise a higher adult/pupil ratio.

- b Teachers and/or parents are familiar with, or receive training, related to any equipment they may be supervising.
- c First-aid equipment and expertise are provided on out-of-school activities as appropriate.
- d Any parent transporting children is required to hold a valid drivers licence, and the vehicle must have a current Warrant of Fitness, registration and seat belts for all people in the car.

7 Pupil Education

- a The School adheres to the Health and Safety curriculum.
- b In addition, the following areas are covered in teaching
 - water safety (life-saving skills)
 - road safety
 - basic first-aid (optional for Year 6 students)
 - personal hygiene and health preventative measures (including washing, sun protection, cold protection).

8 Staff Issues

- a All reasonable measures are taken to ensure staff safety.
- b All staff have a current Emergency First Aid Certificate which is updated as part of our Professional development programme.
- c Continuing education on evacuation and safety procedures is provided.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its self-review guidelines and timetable.
- 2 The board will make its review report available to parents and staff.

reviewed term 4 1996
review report accepted 19 March 1997
Reviewed and revised April 2003

SignedChairperson.....Principal

..... Date