

PROCEDURE 09: SAFE ENVIRONMENT

Rationale

The school environment should be a safe place for all those who visit and use it. All persons within the school's boundaries are expected to show and accept self-responsibility.

Guidelines

1. Safe behaviour is taught at all year levels.
2. Presumptions about children's knowledge should not be made.
3. All school personnel are always expected to model and promote safe behaviour.
4. Should a member of staff identify a risk or hazard, it is incumbent on them to record and report their finding to the principal; the principal will respond according to the Board's Delegation Schedule.
5. Emergency procedures must be taught and practiced regularly by all staff and students, with oversight by the Whareorino School Principal.
6. Playground
 - a. Regular checks of playground and equipment maintained.
 - b. Hazards Register maintained and up to date; Principal reports to School Board on property matters, including identified risks.
 - c. Designated play areas should be allocated for specific activities: athletics, marbles etc.
 - d. Duty Staff roster maintained.
 - e. Safe routines and actions for use of playground equipment.
7. Class
 - a. Staff to design all learning programmes with safety of children and staff as paramount.
 - b. All equipment, furniture and fittings be maintained and used to the appropriate safety standards.
 - c. Children are taught correct methods of using all equipment, appliances and materials and ingredients.
 - d. Indoor behaviour is directed with safety in mind.
8. Medical
 - a. Pupils with special medical conditions are identified and made known to staff.
 - b. Medical precautions are adhered.
 - c. All medical supplies are stored in a safe manner.
 - d. Harmful supplies are locked away.
 - e. Experts to be consulted as necessary.
 - f. Teacher development on a regular basis, e.g. First Aid
9. Outdoor Education and Sport
 - a. Refer to policy, procedures on Education Outside the Classroom.
 - b. Safe practices outside school to be taught, e.g. Road Safety, Water Safety, Farm Safety etc.
10. Equipment and Appliances
 - a. Suitable storage of all potentially dangerous equipment and substances.
 - b. Regular testing of portable electrical equipment as required to comply with regulations.
 - c. Safe practices in school grounds during parent / community gatherings.



PRINCIPAL

Dated: February 1, 2022