

Safeguard for Students Policy

To Be Revised	MM/YYYY
This Version	07/2017
Previous Versions	
Related Documents	
Links With	<ul style="list-style-type: none"> • Child Protection Policy <ul style="list-style-type: none"> • OSH Policy • Playground Supervision Policy • Protective Behaviours Policy • Positive Learning Environment • Protective Behaviours Policy • Behaviour Management Policy <ul style="list-style-type: none"> • Anti-Bullying Policy • Teachers' Professional Code of Conduct Policy
Related Legislation	<ul style="list-style-type: none"> • Bullet Point List (<i>eg. School Education Act 1999 and Education Regulations 2000</i>)
Appendices	Appendix I: Appendix II:

Policy

Helena River Steiner School strives to provide safety and security for all children in the school at all times.

Helena River Steiner School provides safeguards for students in the following areas:

- Pick-up and drop-off of children before, after and during school hours
- Visitors on school premises
- Volunteers working at Helena River Steiner School
- Contractors on school premises

Procedure

Pick-up and drop-off of children before, after and during school hours:

- Parents are asked to notify the school in writing (annually and preferably at the beginning of each school year) as to who is a permissible person to pick up their children from school including emergency situations (if different). Any changes during the school year must be put in writing and submitted to the office (see the Parent Handbook);
- In unforeseen circumstances (short notice) a phone call to the office is necessary, notifying the teacher of alternative pick-up arrangements;
- All persons collecting and/or bringing children at alternative times other than the beginning or end of the school day must report to the office and sign the visitors' register;
- On each occasion the child or children leaves and returns to school, the person taking them must sign both out and in if applicable at the register held at reception;
- Persons taking children during school hours to regular appointments can provide details in writing once only specifying the times, dates and purpose for the child's absence;

Visitors on school premises:

- All visitors visiting during school hours must report to the office and sign the visitors' register on arrival and departure;
- Once the visitor has been signed in, reception will supply a visitor's badge which must
- be worn and clearly displayed at all times during their visit;
- On signing out at reception, the badge must be returned.

Volunteers working at Helena River Steiner School:

- Non-parent volunteers are required to hold a Working with Children card before undertaking any voluntary work at the school;
- The volunteer must always be in the presence of a teacher or other staff member whilst on the school premises.

Contractors on school premises:

- Contractors working for the school on a regular basis must provide a copy of their current police clearance certificate and details of their public liability insurance (if required);
- Contractors working for the school for less than a three-week period must sign a 'contractor on school premises' form available at the office;
- Contractors will be treated as visitors, and as such must sign the visitors' register and wear the appropriate badge to identify them.

