



Silver Tree
STEINER SCHOOL

SAFEGUARD OF STUDENTS POLICY

2020

This Policy is applicable to: Teachers, Parents and Children

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TABLE OF CONTENTS

POLICY 3

RELATED POLICIES 3

INTRODUCTION 4

PICK-UP AND DROP-OFF OF CHILDREN AFTER OR DURING SCHOOL HOURS 4

VISITORS 4

VOLUNTEERS 5

CONTRACTORS ON SCHOOL PREMISES 5

PERSON IDENTIFIED AS POSING SIGNIFICANT RISK 5

REFERENCES 6

POLICY

Silver Tree Steiner School considers the safety and security of its students to be of the utmost importance. When parents/guardians deliver their child to school they have an expectation that they will always be protected.

The Head of School is responsible for the daily management and control of the school grounds, including all persons on the premises. This is in order to provide for the safety and welfare of students and staff on the school premises.

The objective of this policy is to strive to provide safety and security for all children in the school by ensuring all persons who enter the school grounds are known or supervised at all times.

RELATED POLICIES

Other policies that should be read in conjunction with this policy are:

- Child Protection Policy
- Critical Incident and Emergency Management Policy
- Family Court Orders and Violence Restraining Order Policy
- Playground Use & Supervision Policy

INTRODUCTION

The Safeguard of Students Policy covers the following activities:

- Pick-up and drop-off of children before, after or during school hours
- Visitors (including parents)
- Volunteers working at Silver Tree Steiner School
- Contractors on school premises
- Any person identified as posing a significant risk to the students.

PICK-UP AND DROP-OFF OF CHILDREN AFTER OR DURING SCHOOL HOURS

Parents are asked to notify the school in writing annually (preferably beginning of each school year), if there have been any changes as to who is a permissible person to pick up their children from school including emergency situations. Any changes during the school year must be put in writing and submitted to the office.

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 fill-in the *Student Sign In/Out Register* and obtain a slip from the office, which is given to the Teacher.

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

All visitors visiting during school hours must report to the office and sign the Visitors' Register on arrival and departure. During their stay at the school they should be accompanied by the staff member they are visiting or an approved escort at all times.

VOLUNTEERS

Volunteers involved in child-related work with students for more than five (5) days in one year are required to undergo a Working with Children Check, and/or possess a current "Assessment Notice".

It is the responsibility of the volunteer to advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application. All other volunteers are required to complete a Confidential Declaration indicating whether they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children. A *Confidential Declaration form* can be obtained from Reception.

If volunteers do not meet this requirement, the Head of School may refuse them access to the school, until such time as they obtain the required check.

CONTRACTORS ON SCHOOL PREMISES

Contractors working for the Silver Tree Steiner School must provide a copy of their current National Police Clearance Certificate and obtain a new one when asked by the Head of School, they must provide details of their public liability insurance (if required) and provide new copies as they are renewed.

Contractors working for the Silver Tree Steiner School must sign a Confidential Declaration or Confidentiality Agreement (both forms are available at Reception) whichever is relevant.

As with visitors, the school will advise where Contractors can and can't go and ensure ample supervision is provided.

PERSON IDENTIFIED AS POSING SIGNIFICANT RISK

This policy is in no way intended to be punitive towards an identified person; rather, the policy is solely directed towards the aim of fulfilling the school's duty of care to its students.

Any persons identified as posing a significant risk to students and/or staff, will not be permitted access to the school grounds except by specific prior arrangement with the Head of School.

Reasons for being considered as posing significant risk could be as follows:

- Conviction of a criminal offence involving sexual, physical or other abuse of children; or
- Violent or aggressive behaviours, drug or alcohol abuse

Where a specific prior arrangement is made for an Identified Person to access the school grounds, the Identified Person will only be permitted to remain on the school grounds whilst in the company of, and under the supervision of a designated responsible adult.

An Identified Person may from time to time, as considered appropriate, be permitted to attend specific formal school functions or activities whereby the public nature of the function and the presence of a significant number of adults, the Head of School and the Board of Governors, is satisfied that there is no real prospect of an Identified Person causing any harm to any child.

REFERENCES

AISWA Volunteer Policy Guidelines

Available: <https://www.ais.wa.edu.au>

Fact Sheet 5 – Child Related Work and Exemptions

Available: <http://www.checkwwc.wa.gov.au>

Working with Children (Criminal Record Checking) Act 2004

Available: <http://www.austlii.edu.au>