



GOVERNORS BAY SCHOOL

SAFETY OF CHILDREN AT SCHOOL

The school has a duty to ensure that children work and play in a safe environment. The Board of Trustees and the teachers have a duty to ensure that the school is free of potential dangers in buildings, plant, equipment and grounds.

Objectives:

1. To identify and meet the obligations of the School Charter, the Board of Trustees governance role, the staff award/contract conditions and the Ministry of Education "Health and Safety Code of Practice for State Primary, Composite and Secondary School." (The State Code).
2. To maintain a property supervision and inspection programme that identifies and remedies situations likely to cause injury or illness at school.
3. To provide ongoing reports on property maintenance and to file a formal annual report on aspects of maintenance and safety.

Guidelines:

1. Under terms of the School Charter the Board of Trustees maintains a comprehensive property management programme as covered in a separate policy statement.
2. As part of that programme the Board arranges for a formal inspection of property including a review of safety each term.
3. The inspection team includes one of the Board's property representatives in consultation with the school Principal. An appointed qualified consultant is included where necessary. The Board's representative files a report with the Board and outline any required programme of work or work undertaken.
4. The Principal is responsible for day to day operations in terms of safety. Teaching staff report all defects and concerns to the principal who will note these. Urgent or important repairs are made immediately and reported at the following Board of Trustees Meeting. Non urgent matters are reported for actioning by the Board of Trustees at a later date.
5. The toilet areas are cleaned on a daily basis and all problems or maintenance items are reported to the Principal.
6. The safety inspection programme will take special note of the following:-
 - First aid facilities as specified in the State Code
 - All electrical fittings, plant and appliance used in the school
 - The adventure playground with special attention to structural security
 - Loose object and damage
 - The playground – holes and depressions in the ground
 - Heating

- Furniture and general classroom equipment
 - Fittings in classrooms
 - Overhead Services
 - Storage of chemicals, petrol and other dangerous substances
 - Building construction – steps, ramps, etc
 - Trees – e.g loose branches
 - Outdoor furniture
7. The Principal ensures that Evacuation Procedures are in place, well documented and discussed by all staff and that procedures are practiced at least once a term.
8. The Principal ensures that the school community is aware of procedures to help with child safety. These include
- Notifying the school of a child's absence
 - Forbidding children to leave the school grounds during the school day without permission from the caregiver, either written or in person.
 - Monitoring playground supervision procedures and rules that promote safety.
 - Encouraging community use of the grounds and encouraging them to monitor safety aspects.

The Board of Trustees and the School staff have a responsibility to the wider school community to ensure that the school is a safe place and that a positive attitude towards safety is practiced by all.

REVIEW STATUS:

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<i>BOT REVIEW</i>	<i>April 2010</i>
		<i>NEXT REVIEW</i>	<i>May 2013</i>