SUPPORTIVE ENVIRONMENT FOR STUDENTS

POLICY AND PROCEDURES

Background

A safe environment for students is one where the risk of harm is minimized, and students feel secure. A supportive environment fosters the social, educational, physical and emotional development of students.

This Policy outlines how Rainbow Ridge School achieves a safe and supportive environment for our students.

Security

1. **For students**

    - The Rainbow Ridge School Child Protection Policy and Working with Children Check Procedures are implemented to ensure the security of students.

    - Visitors and school employees are obliged to behave within the school's guidelines and policies.

    - Windows in the reception and office areas at the front of the school alert staff to the arrival of any person through the front entrance. Reception staff ensure that visitors, volunteers and personnel sign in at the office on arrival. Visitors are issued with a badge.

    - Refer to Critical Incident Policy

2. **Buildings and Facilities**

    - There is a roster for locking up at the end of each day. This person informs the office staff that all is locked. The last staff member to leave the office each day checks that each door is locked on their way out.

    - Several sections of the school are protected by a sensor alarm, and the alarm is also set by the last person leaving, using a code number.

    - The school yard is fenced, and the last person to leave the school grounds closes and locks the front gate at the carpark. The rear entrance gate is also locked at the end of the day.

- As Rainbow Ridge is a small school, the Building and Maintenance Officer undertakes monitoring and maintenance of the buildings and the school grounds during their daily work, to ensure safety and security and either reports or addresses issues as they arise.
- The Work Health and Safety Policy has a reporting mechanism to support the safety of buildings and grounds on an on-going basis.

3. **Evacuation Procedures**
- Fire drills and evacuation procedures are undertaken at least twice yearly, and the property is audited twice yearly by outside professionals for fire safety.
- Laminated copies of the evacuation procedures and assembly areas are posted on a prominent wall in the staff room and in the classrooms
- A local fire brigade attends the school annually to talk to the children about fire-response practices.

Supervision

4. **Appropriate levels of supervision**
- The School uses professional judgement to provide adequate supervision in any circumstance.
- Staff members are rostered on duty in the school playground during morning tea and lunch breaks, as well as after school for bus duty. Before school supervision is the responsibility of the Class teachers for the students in their class. Supervisors follow clear guidelines for duties.
- When children are undertaking higher risk activities, such as swimming or rock climbing, at least three appropriate adults are present to supervise up to 20 children.
- Teachers sometimes engage additional assistance for more practical lessons such as craft or cooking, to assist with supervision and instruction.

5. **Risk Management**
- The Outdoor Education Program requires that a risk assessment is completed by the Class Teacher or the Outdoor Education Support Person prior to any camp or excursion away from school.
- On-site risk assessments are conducted for each activity that carries additional risk to the usual school activities.
- All new equipment and facilities are risk assessed before being put into use.

Codes of Conduct and Policies

6. Refer to Rights and Responsibilities, Staff Code of Conduct, Social Behaviour Policy and Procedures, Anti-Bullying Policy and Critical Incident Procedures.

7. Rainbow Ridge School does not support the use of corporal punishment by staff or non-school persons during school time or any school related activities and excursions.

Complaints or Grievances

8. Parents and students who have concerns can raise them with the School in accordance with the Communication Policy and Procedures and /or the Complaints Handling Policy and Procedures

Pastoral Care

9. Refer to the Pastoral Care Policy.

Attendance

10. Refer to the Attendance Policy.

Communication

11. Refer to the Communication Policy and the Parent Handbooks.

Associated Documents

Child Protection Policy and Procedures
Working with Children Check Procedures
Attendance Policy and Procedures
Work Health and Safety Policy and Procedures
Communication Policy and Procedures
Complaints Handling Policy and Procedures
Pastoral Care Policy
Critical Incident Policy and Procedure