



6.3 SAFE SCHOOL POLICY (NSSF)

JANUARY 2009

Rationale

St Mary's Coptic Orthodox College aims to provide for its students a safe and secure environment at all times. Threats to students' safety can be manifested in numerous ways. Procedures to deal with these situations have been developed, documented and, where appropriate, trialed.

School Disasters

The School is required to have an Emergency Management Plan (E.M.P) to cope with a number of contingencies which may include:

- Siege, hostage situation, disappearance or removal of a student
- Firearms or bomb threat
- Collapse or major damage to building or equipment
- Fire in School building or bushfire
- Impact by equipment, machinery or aircraft
- Fumes, spills, leaks, or contamination by hazardous material
- Major storm damage or flooding

The E.M.P is subject to constant review in accordance with the School Development Plan, and safety drills are held at regular intervals.

Trauma

A traumatic event would include any situation faced by students which causes them to experience unusually strong emotional reactions or one which has the potential to interfere with their ability to function normally, either at the time or later. In addition to the examples listed under School Disasters, potentially traumatic events involving students and/or staff would include death through murder, accident, suicide, or terminal illness, sexual assault and mandatory report of abuse.

Following parental notification where death or serious injury has occurred, it becomes the School's responsibility to identify those students who are traumatised or in danger of being subsequently so affected. The College Management Team will be responsible for this, and most especially for the counseling and debriefing process which will be put into effect within 24 to 72 hours of the said event taking place.

Unwelcome Visitors

Staff are expected to approach anyone in the School grounds who is unknown to them and direct them to the School Office. Should a challenge or threatening situation occur at this point, the Head of Primary/Head of Secondary or his/her delegate is to assume immediate responsibility, hence rapid communication from witnesses to the scene, is of the utmost importance. Contact with Police is of course a strong possibility.

If students have any concerns about the presence of a stranger(s) on or adjacent to the School property, they should inform a staff member immediately. Under no circumstances should they speak to or even approach the stranger(s).

Bullying and Harassment

St Mary's Coptic Orthodox College is committed to ensuring that individual differences are recognised, understood, and accepted by students and staff. Our community does not tolerate bullying or harassment.

Physical Activities Injuries

The School provides first aid and emergency facilities for sporting/games occasions. This is especially so for contact sports where the risk of injury is presumed to be greater.

Buses

Lists of students departing on buses are compiled and a copy filed at the School. For all sporting or excursion occasions, students are expected to inform their Campus Coordinator if they are not using the bus for their return journey.

Conclusion

In keeping with this stated policy, St. Mary's Coptic Orthodox College places student safety as a major priority. The total cooperation and involvement of the school community is absolutely critical if this policy is to be effective.

Document No:	6.3
Drafted by	TN
Date of Acceptance	
Review Date:	
Minor Review Date:	January 2012
