



John Colet School

Student Safety and Welfare Policy

Revision Schedule and Stakeholders

Revision Schedule

<i>Date</i>	<i>Version No.</i>	<i>Changes</i>	<i>By:</i>
1/6/05	V1.0	New Document	Headmaster
7/11/06	V1.1	Addition of section regarding mobile phones	Admin. Manager
April 2010	V2.1	Significant changes throughout Policy to satisfy requirements of 2010 BOS Inspection. And to bring document into alignment with changing school practices and procedures eg After School Care, pick up arrangements, dismissal, adding Head Chorister etc	Headmaster

Stakeholders

Document Owner
Headmaster

Document Reviewers
Board of Governors
Administration Manager

Document Approval			
<i>Name</i>	<i>Version No.</i>	<i>Date</i>	<i>Approved?</i>
Board of Governors	1.1	15 July 2005	Yes
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Document Distribution
Board of Studies
Employees
Parents

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Security

Students

John Colet Schools places the highest priority on the security of its students and will take all reasonable steps to ensure students are safe from physical and mental harm while at school including the following:

- All adults working at the school complete the appropriate paperwork to comply with the *Commission for Children and Young People Act 1998*, Part 7, Division 2.
- Students are, as often as possible, under direct adult supervision including: play times, changing, at the bus stop, lunch times, on excursions and during classes.
- Accurate class rolls will be kept and office staff follow up any children who are not at school and who have not been reported as absent by parents.
- Children are dismissed from their classroom or other designated area at the end of day either, directly into the care of a parent or guardian or to the bus or to after school care. .

Buildings and facilities

Staff are appointed to lock the school buildings each afternoon.

Buildings are checked regularly for safety and the meeting of current legislative requirements.

Visitors are required to check in at the school office before entering the site or school buildings.

Evacuation procedures

The school has regular fire and lock down drills. See the School's Fire Procedure and Lock Down Procedure for full details.

Supervision Protocol

- Supervision will generally mean the physical presence of a member of staff except where the child is safe to be out of a staff member's presence such as going to the toilet, running messages and so on;
- Except for the above students are to be under direct adult supervision at all times during school hours.
- During the school day children are supervised during play times, changing, at the bus stop, lunch times, on excursions and during classes.
- After school, children who are partaking in extra curricula activities are to be under the supervision of the tutor concerned and are to be released into parents' care.
- The duty of the supervising staff member is to oversee and endeavour to ensure the safety of the children;

- Play duty supervision includes the reasonable use of preventative measures to ensure minimising of accidents etc.
- New staff are inducted into school procedures by a mentor by means of a formal teacher induction process.
- Any staff who are working towards full teaching qualifications are supervised by a qualified staff member.
- Risk assessments are conducted for all relevant on site and off site activities

Codes of Conduct

Staff Rights and Responsibilities

The School has a Code of Conduct setting out the rights and responsibilities of staff

Student Rights and Responsibilities

Rights and responsibilities of students are set out in the school Discipline Policy

Student Leadership

Formal Leadership: The Head Boy and Head girl and the four house captains and Head Chorister comprise the formal student leadership of the school. These are chosen by the Headmaster after extensive consultation and polling of teachers and senior students.

Informal Leadership: Year six students are considered the senior members of the student community and expected to show leadership. Year six students both model and remind younger students of appropriate manners, dress and behaviour, they peer tutor younger students at times, and any suggestions or ideas from them are acknowledged and considered.

School Captains

The Head Boy and Girl read the psalm in assembly, speak at speech night, answer questions at information evenings and show prospective parents around the school, answering any questions they may have. Whilst they may help organise younger students at times they never supervise younger children on their own and are always under the direct supervision of a qualified teacher.

House Captains

The House Captains are responsible for organising house market days which raise funds for charity, for assisting in the organising of school sports days and swimming carnival and for helping to set a quiet and orderly atmosphere in assembly. House captains never supervise younger children on their own and are always under the direct supervision of a qualified teacher.

Head Chorister

The Head Chorister is a member of the John Colet Choir, assists the Choir Directors, sings solos when required in Assembly, at Speech Night and other occasions.

Generally the Headmaster has lunch each week with the Head Boy and Girl to discuss matters of note among the student body and twice a term will have lunch with all student Office Holders.

Serious Incidents Involving Physical Harm

See Critical Incidents Policy.

Pastoral Care

Personnel responsible

Class teachers are responsible for the pastoral care of their students. As far as possible the teachers stay with their class for more than one year in order to develop a close relationship with each child and with the family. The class teacher considers the social and personal development of each child and can raise any issue with the rest of the staff at the weekly staff meeting or with the Headmaster. The school uses the services of a child psychologist to whom children in need of counselling and or testing are referred. Financial arrangements are in place to minimise any barriers to the use of the school psychologist.

Students with special needs

The school encourages regular meetings between class teachers, aides, specialist consultants, parents and other carers to discuss the development and education of children with special needs. These meetings are arranged as and when needed but usually occur at least once a term. See Special Education Policy.

Medication

It is a school policy that:

- 1 All medicines brought to school by a child are to be given to the teacher and stored in a secure area.
- 2 If the medication is taken regularly by the child that teacher will assist children to take their own medicine but will not administer medicines at school except in extreme emergencies such as asthma attack or severe allergic reaction.
- 3 If the medicine is a one off occurrence the medicine is lodged with the office staff who assist the child to take it at the appropriate time.
- 4 All First Aid Cabinets containing medicines are to be locked or otherwise out of access to children and staff handbags which may contain medicines such as Panadol etc are to be locked away in a filing cabinet or desk drawer.

Serious incidents and emergencies

See school Critical Incident Policy.

Homework

See school Homework Policy.

Mobile Phones and other electronic devices

Students are discouraged from bringing mobile phones or other electronic devices to school as they can be misused or offer a temptation for theft.

In the case of need such as students who take public transport to or from school, a mobile phone may be brought on days during which the student is taking public transport.

The school can take no responsibility for the security of any electronic items brought to school.

Communication between Stakeholders

- 1 The board of governors holds an annual reception for all parents. At the event they outline the financial position of the school, the philosophical direction and any new arrangement for the coming year. Parents are welcome to ask questions.
- 2 The school holds parent/teacher meetings at the end of term II and at any other time by appointment.
- 3 A free introductory course run by the School of Philosophy (the school with which John Colet is affiliated) is offered to any interested parents, so that parents have the opportunity for greater understanding of the philosophy of the school.
- 4 There is a weekly staff meeting to facilitate communication between teaching and administration staff and a weekly administration meeting for higher level planning and communication.
- 5 The school publishes a weekly note with information for parents including a Headmaster's message which is generally of a philosophical nature to assist parents to understand the educational philosophy of the school. There is also a message from the co-ordinators outlining the weekly behavioural focus.
- 6 The school website is updated regularly for parents and others to have access to up to date information pertaining to the school.
- 7 The school Code of Conduct encourages lively and timely communication from the staff to all members of the school community.
- 8 Further detail of the communication structure can be found in the Communication Plan.