Bowden Brompton Community School

WHS
Emergency Procedures

Policies and Processes

Action Guide
Hand Book
Version 1
2015

Updated: December 2014
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EMERGENCY MANAGEMENT PROCEDURES

Each work area has a Critical Incident Management Plan posted on the wall; it is your responsibility to become familiar with them.

SCHOOL EMERGENCY OFFICER: John Leondaris (Principal)

FIRE WARDEN: Dan Pearce (Tr Rd)
   Tania James (Little Para)
   Jason Stumer (Beach)

1st AID OFFICER: Front Office SSO

HEALTH & SAFETY REP: TBA

PRIOR TO AN EMERGENCY PROCEDURE

HG Teachers must tell their students:
- Where and when to proceed
- When classes are not in progress (i.e. before or after school or at recess or lunch time), gather on the oval for Evacuation or enter the nearest classroom for Invacuation (Lockdown)
- Students who are in transit at the time the emergency is signalled should move promptly to the designated area.
- School groups that are off campus on Out of School Learning Activities will be contact by mobile telephone.

Subject Teachers must:
- Keep an accurate attendance record every lesson
- Advise their students where and when to proceed
- Provide relieving teachers with an accurate class roll

RAISING THE ALARM

NOTE: THE SAFETY OF PEOPLE IS PARAMOUNT.
Students and staff are to leave the specialist work of search, rescue or combat to those who are trained to do so.

The person who first becomes aware of the emergency must:
- Take immediate action to begin evacuating students and staff from the vicinity of the hazard
- Warn others in the vicinity
- Notify Admin. Staff in the Admin Office

The alarm will be raised by school office staff who will:
- Sound a series of short siren/bell blasts to signal evacuation, or
- Contact all classes by telephone or two way radio communication to signal invacuation (lockdown)
- Telephone relevant emergency services
- Advise the Fire warden of the nature and site of the emergency
- Stand by telephones
- In the event of power failure, runners will be dispatched to alert the school population
Alarm Responses

ART ROOM DURESS ALARM: Torrens Rd Campus
IF THE ALARM FLASHES AND GOES OFF: (LOCATED IN THE FRONT OFFICE).
Immediately send the “FLOAT” (Code 1) and “HOC” to the ART ROOM. Call the Art Room.
Once the situation has been assessed, the Principal or “HOC” will decide whether Police attendance is required.

DURESS BUTTONS: (two) Torrens Rd Campus & Beach Campus
– to the right of Front Office desks.
If a Critical Incident requires immediate Police attention – Press the two red buttons at once and Police will be in attendance ASAP. To reset afterwards use the duress Key (labelled) in the Top drawer to the right of the buttons. Turn the key a quarter to the left.
If you require assistance with resetting alarms or cancelling alarms contact Police Security: 8207 5999

ALARM IN THE WORKROOM: Torrens Rd Campus
• When it “beeps”, IMMEDIATELY check the reason
• If the smoke alarm has been activated?
• IMMEDIATELY: Call POLICE SECURITY: 8207 5999 & cancel MFS.
• Then call & check the area (eg Kitchen) - to see if it is a false alarm?
• Call Police Security back if the MFS is needed.
• PRESS: 757 OK & END – TO STOP THE ALARM.

WHEN POLICE SECURITY CALL TO SAY AN ALARM HAS BEEN SET OFF.
• CHECK: BY CALLING OR SENDING SOMEONE TO VISIT THE AREA.
  (Tell police security – that we will call back if there is a problem).

RADIO CODES:
• CODE 1: EMERGENCY – Your assistance is required immediately
  (ie. Fight, emergency First Aid support required or threatening behaviour that requires assistance.

• CODE 2: Your assistance is required ASAP.
  (ie Student management issue)

• CODE 3: Your assistance will be appreciated
  (ie Classroom support or to document info re a student’s behaviour).
INVACUATION PROCEDURE
(LOCKDOWN)

In the event of a situation where Bowden Brompton Community School is under threat and needs to be secured, the following procedures will apply:

THE ALARM:
Principal/delegate will inform all staff (including staff on out of school lessons) of the need for lockdown, by way of phone calls

ACTION:
- All teaching staff to remain in current teaching area and assume responsibility for all students in vicinity keeping away from windows and doors.
- Teacher to secure doors.
- All teaching staff and students, (and groundsman should he be on duty) outside buildings move to nearest secure inside area.
- HOC/delegate to locate students identified as not being in lesson and direct them to nearest secure inside area.
- Staff not teaching may be asked by HOC/delegate to assist in managing the situation.
- Staff and students are to remain in areas until further direction is given by HOC/delegate.

SITE RESPONSE TEAM:
* The site response team consists of the Principal / Leadership Team, delegated Heads of Campus and School Service Officers.

END OF EMERGENCY ACTION:
* Principal or delegate(s) will notify all staff and students.
* Principal to decide what follow up will be required with staff, students, families, District Ed Office, etc.

NOTE: PLEASE REFER TO CRITICAL INCIDENT MANAGEMENT PLAN FOR INVOLVEMENT OF EMERGENCY SERVICES.

REVIEW: This policy shall be reviewed in term 3 of each year.
THE ALARM:
Continual blasts of a siren/air horn

- All students and staff are to move quickly and quietly taking the shortest route from teaching areas to the Assembly Point.
- Assemble with your care group teachers.
- Teachers are to call the roll for their care group and report to HOC/delegate.
- Teachers to indicate to HOC/delegate (by raising their hand) that their students are accounted for.
- A medical first aid station will be positioned in the Assembly Point.
- HOC/delegate to initiate action for search for students who are not present at roll call.
- HOC/delegate to phone the Emergency Services by mobile or closest public phone.
- The school will be advised by HOC/delegate when emergency condition has passed and safe to return.

The School Support Officer from administration area will take the following items with them to the assembly point.

1. Daily attendance sheet
2. Excursion Planners
3. Float board
4. Late arrivals board
5. First Aid kit
6. Mobiles phones
7. Visitors sign in/out book
8. Contractors sign in/out book
9. Staff sign in/out book

Evacuation drills should be practiced twice per year (preferably terms 1&3) on each campus and a brief report on the process to be emailed to the Deputy Principal and WHS rep.
SITE EVACUATION MAPS

TORRENS ROAD CAMPUS

CHILD-CARE CENTRE

OVAL AREA

ALL STAFF, STUDENTS, CONTRACTORS AND VISITORS ARE TO ASSEMBLE HERE

CAR PARK AREA

GARDEN AREA

LITTLE PARA CAMPUS

SALISBURY NORTH R–7 SCHOOL

BEACH CAMPUS

ALL STAFF, STUDENTS, CONTRACTORS AND VISITORS ARE TO ASSEMBLE HERE

BEACH ROAD

WATTLE STREET

WEST STREET

FIFTH STREET
CRITICAL INCIDENT MANAGEMENT PLAN

(Reviewed December 2014)
CRITICAL INCIDENT MANAGEMENT PLAN

Definition:

A critical incident is defined as any situation faced by a school community, causing its members to experience unusually strong reactions, which have the potential to interfere with their ability to function either at the time the situation arises or later. The aim of the Critical Incident Management Plan is to support staff to handle the critical incident as swiftly as possible in order to reduce any physical or mental injury to students/staff and return the school to its normal program.

Examples:

- The accidental death or serious injury of a student or staff member – at school or away from school.
- The murder of a student or staff member.
- Student or staff suicide
- Students and/or staff members being taken hostage
- Terminal illness of a student or staff member
- A group of students lost or injured on an excursion
- A sexual assault
- The destruction of part, or the whole of the school
- Major vandalism
- Enforced school closure
- A natural or other major disaster in the community
- Extremely damaging media attention

Team Members:

Principal
Deputy Principal
Head of Campus
WHS Representative
First Aid Officer/s

The Team Leader is:

1. The first person at the incident who immediately informs a member of the Leadership Team and stays in charge and makes decisions until the Principal or his/her delegate arrives to take over

   Or

2. The person in charge of the campus for that day.

The functions of the team are:

- Coordination and communication
- Overseeing the implementation of the critical incident management plan
- Support and debriefing of students (where appropriate)
- Support and debriefing of staff (where appropriate)
Ongoing review and familiarisation of new staff with the critical incident management plan.

- Regularly review the CIM Plan (occurs in Term 3 each year)
- Manage supplies of First Aid equipment

Each member of the team should have responsibility for a key action. Some actions, such as evacuation procedures should be practiced regularly.

**Part 1: Immediate Action**

- Initial contact people gather factual information, and inform the Principal and/or a member of the Leadership Team as soon as possible.
- Contact emergency services – Dial ‘0’ (to get a line out) then ‘000’
- Contact First Aid officer
- Administer first aid until the ambulance arrives. Once police or other emergency services have arrived at the school, they will determine if other resources such as the State Emergency Service are required.
- Contact primary school and preschool (and local businesses as required) providing relevant information.

- Telephone Critical Incident Team Leader
  - Give facts of the situation
  - Receive advice on availability of counselling
  - Receive advice on managing the media
  - Contact parents or families of affected persons
- Critical Incident Team Leader telephones the Principal
  - Give facts of the situation
  - Receive advice on availability of support/counselling
  - Receive advice on managing the media

**Additional Follow Up:**

- Principal contacts Regional Director with details of critical incident
- Critical Incident Management Team considers how to provide advice to parents and families
- Email Incident Report form to the relevant system personnel
- Complete Accident Report Form which is then entered via IRMS, a web-based recording system.

**Part 2: Additional Action**

Not all critical incidents will require professional counselling of students and staff, follow-up, and monitoring of outcomes. However where the incident has been serious, such as the death by suicide or other causes of a student or staff member, care needs to be exercised.

- Convene brief meeting of the Critical Incident Management Team with the Administration Team to discuss intervention plan and obtain support.
- Convene staff debrief with all relevant staff to:
  - Present information
  - Allow staff response
  - Discuss action plan
  - Decide on how students will be informed or given additional information
Phone the Support Services Manager or other schools for assistance
Set up a recovery room in the campus, with necessary support personnel
Inform students of the facts of the incident, school actions, and counselling services. Allow student discussion or response. Follow up with students who may not be at school the next day.
Identify students and staff at risk. Contact their families and offer support where appropriate.
Arrange counselling for students and staff at risk and ensure the people have access to male and female counsellors.
Inform parents by letter:
- The facts of the critical incident
- Possible reactions of students
- The school’s response plan
- Sources of help for families
- Encourage two-way communication between parents and the school
Restore the school to regular routine as soon as practicable
Make use of the district support staff
Obtain updated factual information
Continue to inform staff, students and parents
Continue to monitor the wellbeing of students and staff
Consider re-entry of students after the incident.

Part 3: Follow-up
Within three days or within the first month, or at the time of the first anniversary, some staff and students may need additional support. Ongoing monitoring may be required of their wellbeing.
Each year the Critical Incident Management Plan needs to be reviewed, updated and new staff need to become familiar with its contents.
The Critical Incident Management Plan will be included in the Action Guide Handbook and will be referred to during staff induction.
In the case of serious injury that involves loss of blood, arrangements must be made to have carpets/floors steam-cleaned and disinfected as soon as possible.

Part 4: Whole School Education
Identify a wide network of teachers and trained support personnel and ensure all staff has access to relevant contact details.
Include loss and grief as a topic in the school curriculum.
Provide training and development for teachers in teachers and dealing with grief management.
Provide training for teachers to deal with Crisis and Trauma Counselling.
Critical Incident Management Plan

A critical incident is defined as any situation faced by a school community, causing its members to experience unusually strong reactions, which have the potential to interfere with their ability to function either at the time the situation arises or later.

Critical Contact Person(s) Gathers Information

(Inform Principal &/or Member of Leadership Team ASAP)

Is there an Injury?

- YES
- NO

Are Police Required?

- YES
- NO

Are Students/Staff in Danger?

- YES
- NO

Is an Ambulance Required?

- YES
- NO

Ring 131 444 or 000

Contact Caregivers

How can they be kept safe?

- YES
- NO

Do they need to be removed?

- YES
- NO

Do they need to be locked down?

- YES

Keep in room & secure

- NO

Contact Caregivers

Is there a Need to be removed?

- YES
- NO

Move to another room or evacuate to safe environment

Appropriate documentation & follow up.
five Incident Report, ED 155 or as directed by Principal/Delegate

Call ‘000’

Render First Aid
HAZARD MANAGEMENT PROCEDURE

Please Refer To DECD Hazard Management Procedure Available From The Following Locations:

- Head of Campus
- Front Office
- Campus Common Drive
- Intranet
- DECD website

NEEDS ATTENTION

Person Reporting_________________________________________ Date__/__/___
Location__________________________________________________ Time__:_:_

☐ Near miss ☐ Likely to recur ☐ Maintenance Needed

Description of Problem:_______________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Type of Problem

☐ Urgent ☐ Security
☐ Health & Safety Issue ☐ General Repair / Maintenance

Hand this form to:- Campus Head Admin Officer
(circle)

ACTION TAKEN

Received by_________________________________________ Date received__/__/___
or
Forwarded to:______________________________________ Action required by:__/__/___

Action required:______________________________________________________________
___________________________________________________________________________

Action taken:________________________________________________________________
___________________________________________________________________________

Job completed:__/__/___ Signed:_______________________________________________

Please sign when completed and bring to the attention of the site manager.

WHS Rep (for any health & safety issue):________________________________________
STATEMENT:

BBCS supports all members of the school community to feel safe and valued. We are a community that promotes care, respect, cooperation and values diversity. Any form of harassment or bullying is wrong and will not be tolerated at BBCS.

Definition:

Bullying is any unwelcome or uninvited comment, attention, contact or behaviour by a more powerful person or group, that is intended or may be reasonably anticipated to be offensive, humiliating or intimidating.

Rights of the School Community:

Through the implementation of this policy the school aims to minimise the incidence of bullying within the school community, and its impact on students, staff and caregivers. School members will know what bullying is and that this form of behaviour is unacceptable. Victims of these behaviours will know what they can do, and what support they can expect to address the issue. Offenders (those responsible for bullying) will know how the situation will be handled to support them to implement appropriate behaviours. All school community members will know how to report instances of bullying, what responses the school will take to help the victim overcome the problems, and how the offenders will be supported to learn appropriate behaviours. Support will be provided by the school to all members, to ensure that everyone’s rights to be free of bullying are respected and upheld.

Responsibilities:

All members of the school community have certain responsibilities in the implementation of this policy.

All students have the responsibility to:

- Consider the impact of their actions on others
- Respect the rights of staff and students
- Not participate in or accept bullying or harassment
ANTI-BULLYING POLICY

A victim of bullying behaviours has the responsibility to:
- Make it known to the offender, with assistance if necessary, that the behaviour is unwelcome & unacceptable
- Report the behaviour if it continues

An offender of bullying has the responsibility to:
- refrain from any behaviours to ensure the victim can feel safe
- refrain from any direct or indirect retaliation directed at the victim or any persons who may have repeated the behaviours

Bystanders, who observe any bullying, have the responsibility to:
- refuse to participate in the behaviour
- if possible, intervene in support of the victim by asking the bully to stop, informing a teacher or responsible adult.
- refuse to support a ‘code of silence’, and report the incident
- stating that bullying behaviour is uncool.

Staff members, have the responsibility to:
- provide a role model of interaction between staff and students based on mutual respect and consideration
- provide an approachable manner such that students are encouraged to regard them as confidants and to refer issues to the HOC or Coordinator as appropriate
- provide supervision of students so inappropriate behaviours may be observed and appropriate intervention undertaken
- ensure that any form of bullying brought to their attention or personally witnessed is addressed as soon as possible in accordance with the guidelines

BBCS will operate within appropriate procedures for the reporting of bullying and ensure that these procedures are well understood and publicised within the school community.

Key principles of policy for dealing with alleged instances of bullying:
- The safety and care of the student and their family is the paramount consideration.
- Confidentiality must be maintained, with communication limited to those people who need to be informed in order to resolve the issue. The identity of a person reporting the matter must not be revealed to any person without the complainant’s knowledge and consent, unless it is required to be disclosed by law.
- Any concerns or allegations raised are listened to, treated seriously and addressed expeditiously through a proper and thorough investigation that is conducted fairly, having regard to the needs of all involved and ensuring that due process and natural justice are afforded to all concerned.
ANTI-BULLYING POLICY

Actions:

The school will implement relevant, age-appropriate educational programs designed to:

- Develop social skills
- Develop skills in conflict management & conflict resolution
- Encourage a culture within which diversity is valued
- Ensure students are aware of their right to be protected from harm & the support available from the school
- Educate students in regard to the range of agencies in the wider community available for support
- Encourage bystander intervention to support victims of bullying and other inappropriate behaviours.

BBCS will follow a systematic approach to handling reported instances of harassment and bullying, based primarily on the no-blame approach in the first instance, and subsequently the principles of restorative justice. Reported instances of victimisation will be dealt with following the appropriate guidelines as breaches of the BBCS Behaviour Code. The school will provide pastoral care that ensures support for both victims and those involved in victimisation.

BBCS will regularly provide all mandated and other appropriate in-service training about bullying, violence, harassment, child protection issues and the implementation of the BBCS Behaviour Management policy.

Evaluation:

This Policy will be reviewed each year during Term 3.
Bomb Threat Procedures

IF RECEIVING A BOMB THREAT BY TELEPHONE:

1. STAY CALM

2. KEEP THE CALLER TALKING and hold up the reverse side of this folder to alert other staff

3. TRY TO RECORD AS MUCH DETAIL AS POSSIBLE USING THE ATTACHED FORM (ED152)

4. If possible get another staff member to use a mobile phone to call the Principal or Deputy
   
   BBCS T/Rd  8346 4041
   Principal   0401121030
   Deputy      0407740300

AND/OR

   Your co located site Assistant Principal
   
   Beach      0403029588
   Little Para 0401121032

5. Make the most senior staff member available aware of the situation and that person will coordinate the BBCS response

6. Await further instructions and be prepared to search your area or evacuate according to agreed procedures
### TELEPHONE BOMB THREAT RECORD

**Report Call Immediately to:** Police Communications: 131 1444 Emergency No.; 000 Principal: John Leondaris

**Time Permitting:** Police Security Service Branch (SAPol) Tel: 8116 9230

Security & Risk Management Unit, DECS Tel: 8226 1099

When completed this form is to be forwarded to the **Superintendent, Human Resources** (Courier: R11/51)

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**Keep the Caller Talking**

*Try to obtain as much information as possible*

<table>
<thead>
<tr>
<th>Questions to Ask</th>
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<tbody>
<tr>
<td>1. When is the bomb going to explode?</td>
</tr>
<tr>
<td>2. Where is it right now?</td>
</tr>
<tr>
<td>3. What does it look like?</td>
</tr>
<tr>
<td>4. What kind of bomb is it?</td>
</tr>
<tr>
<td>5. What will cause it to explode?</td>
</tr>
<tr>
<td>6. Who placed the bomb?</td>
</tr>
<tr>
<td>7. Why?</td>
</tr>
<tr>
<td>8. Where are you?</td>
</tr>
<tr>
<td>9. What is your name?</td>
</tr>
</tbody>
</table>

### Other Information:

- **Estimated age of caller:** ........... (Years)
- **Gender of caller?** ................. Intoxicated? ...........
- **Number at which call was received:** ......................

- **Time:** : (am/pm) **Date:** / /
- **Name:** ..........................................................................
- **Position:** ........................................................................
- **Telephone No:** .........................

### Wording of the Threat *(Try to record exact words)*

<table>
<thead>
<tr>
<th>Callers Voice: Mark ❑ all applicable boxes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Calm</td>
</tr>
<tr>
<td>☐ Angry</td>
</tr>
<tr>
<td>☐ Excited</td>
</tr>
<tr>
<td>☐ Slow</td>
</tr>
<tr>
<td>☐ Deep</td>
</tr>
<tr>
<td>☐ Soft</td>
</tr>
<tr>
<td>☐ Loud</td>
</tr>
<tr>
<td>☐ Laughter</td>
</tr>
<tr>
<td>☐ Crying</td>
</tr>
<tr>
<td>☐ Normal</td>
</tr>
<tr>
<td>☐ Distinct</td>
</tr>
<tr>
<td>☐ Slurred</td>
</tr>
</tbody>
</table>

If the voice is familiar who did it sound like?

<table>
<thead>
<tr>
<th>Callers Language: Mark ❑ all applicable boxes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Irrational</td>
</tr>
<tr>
<td>☐ Foul</td>
</tr>
<tr>
<td>☐ Well Spoken (Educated)</td>
</tr>
</tbody>
</table>

### Background Sounds:

| ☐ Street Noises | ☐ Animal noises |
| ☐ Crockery | ☐ Clear |
| ☐ Voices | ☐ Static |
| ☐ PA system | ☐ Local |
| ☐ Music | ☐ Long distance |
| ☐ House noises | ☐ Booth |
| ☐ Motor | ☐ Children |
| ☐ Office machinery | |

### Remarks
This phone Call is a BOMB THREAT
EARTHQUAKE – ACTION GUIDE

During Earthquake

- If you are indoors:
  - Stay indoors and ensure that nobody moves about or leaves the building.
  - Get everybody under desks, tables, benches or internal door frames.
  - Keep away from windows, shelves and overhead fittings.

- If you are outdoors:
  - Keep everybody clear of buildings, walls, powerlines, trees and anything else that may present a hazard.

After Earthquake

- Check for injuries and administer first aid. Do not move seriously injured individuals unless they are in immediate danger.
- Turn off utilities such as electricity, gas and water.
- Evacuate everybody outside, away from buildings, trees and power lines by the safest route.
- Contact the Principal or Deputy.
- Listen to local radio and follow any relevant advice given.
- Be prepared for after – shocks and do not re-enter even only slightly damaged buildings until they have been check by authorities.
FLOOD – ACTION GUIDE

Know Local Flood History
- Be aware of previous flood levels.
- Know where nearest safe location is and establish a plan to get there.

First Warning Response
- Listen to local radio/television for warnings.
- If required (and possible):
  - Stack items such as furniture, equipment and books above the likely flood level
    - books high up and electrical items on top.
  - Move chemicals, fuel, garbage etc to a high secure place.
  - Remove or secure floatable objects.
- Remain tuned to radio or television until flood threat has passed and follow any relevant emergency procedure.
- Contact SES if assistance is required.
- Notify Principal or Deputy.

Evacuation
- If given sufficient warning, and action on advice of police and emergency services, contact parent / caregiver to collect the child.
- Organise accommodation for those stranded away from home.
- Activate prearranged plan for release of employees with homes or property threatened by flooding.
- Turn off gas and electricity prior to final evacuation.

Post – emergency / disaster
- Plan to continue to provide educational services to children isolated for prolonged periods.
Grievance Procedures

Bowden Brompton Community School supports the right of any member of the school community who believes the School Relationship Code is not being supported or enforced appropriately to have their grievance addressed.

*It is important that these grievances are kept confidential.*

**Students:**
- Communication with the teacher
- Consult the “float”
- If the issue has not been satisfactory dealt with consult the home group teacher if they are available
- Finally, approach a member of the leadership team

**Parents / Carers**
- Arrange a time to communicate with the teacher
- Express to the teacher what you believe to be unfair
- If the matter is not resolved inform the teacher you will consult with a member of the Administration team or Principal
- If still unsatisfied approach the Education Director, Mr P Newman at the Western Partnerships Office at Flinders Park

**Staff in respect to students**
- Arrange a time to communicate with the student concerned and air your grievance
- If you are not satisfied with the outcome arrange a formal meeting with the student, home-group teacher or a member of the leadership team and inform the parent / carer. Ensure the meeting is documented in the SDP
- If the issue has not been resolved a member of the Admin team will invite the parent / carer to a formal meeting where you can air your concerns and seek resolution

**Staff / Staff**
- Arrange to meet the person concerned and air your grievance
- When staff air their grievance to other staff there is the option of having the grievance officer present.
- If no satisfactory conclusion is reached speak to your line manager and ask for support in addressing the grievance
- If the matter is not resolved speak to the Grievance Contact Person
- If you are still dissatisfied speak to a member of the Admin Team or Principal
- If all school options are exhausted contact DECD Employee Assistance Program, Toll Free 1300 360 364 (24 hours a day; 7 days a week)
- If the problem has still not been resolved approach the Education Director, Mr P Newman at the Western Partnerships Office at Flinders Park
Injury to Staff Policy

Rationale:
- Staff members are a school’s greatest resources. Staff members injured at work deserves quick and effective treatment, efficiently managed rehabilitation, and compassionate management of their return to work.

Aims:
- To minimise injuries to staff, and effectively and compassionately manage injuries that do occur.

Implementation:
- The appointment of a trained Work Health & Safety (WHS) representative, regular WHS safety checks, appropriate follow-up, clear communication of potential hazards and staff professional development regarding health and safety will minimise or eliminate staff injuries.
- Any injuries to staff must result in immediate first-aid and assistance including medical support, reassurance, assistance with personal comfort, and counselling for the injured staff member and/or colleagues where necessary.
- Principal to be notified immediately, WHS representative to be notified of the incident. Governing Council president and the Return to Work coordinator to be notified if serious. Next-of-kin contacted by Principal if necessary.
- The accident needs to be investigated and documented by the Principal or Head of Campus, WHS representative and Return to Work coordinator to determine the cause and whether or not the circumstances of the incident amount to a Work Cover claim for which liability should be accepted.
- It is important that the circumstances of the accident are fully understood and documented (including an injuries register) to avoid accidents of that nature in the future.
- Action arising from the accident investigation could include modifications to a work area, or appropriate modifications to organisational arrangements, or specific action to be taken once the injured employee has returned to work to prevent a recurrence of the injury.
- The principal to keep in contact with the employee during their rehabilitation to offer reassurance and to assist where appropriate.
- Any specific measures relating to the employee’s return to work should be included in the employee’s return to work plan when it is prepared.
- The DECD Accident/Injury Form ED155 to be completed and signed by principal. A photocopy of the form should be placed in the staff file.
- Notes to assist the completion of Accident / Incident Report Forms are part of this policy.

Evaluation:
- This policy will be reviewed as part of the school’s annual review cycle, or after any significant incident.
Injuries to Students Policies

Rationale:
- All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:
- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

Implementation:
- All injuries to students must be attended to, no matter how apparently minor.
- A 1st Aid area and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored on all campuses.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a senior first aid certificate, and with up-to-date CPR qualifications.
- All injuries that occur during class time will be referred to the administration staff who will manage the incident.
- An up-to-date confidential register located in the first aid cupboard will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a senior first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without a medical plan.
- Parents of all children who receive first aid for serious injuries/illnesses must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- The DECD Accident/Injury Form ED155 to be completed and signed by principal. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported via standard protocols of a critical incident.

Evaluation:
- This policy will be reviewed as part of the school’s annual review cycle, or after any significant incident.
NOTES TO ASSIST COMPLETION OF INJURY REPORT FORMS

1. DECD WORKERS
Use this ED 155 to document and record injuries. All details to be entered into IRMS within 12 hours from time of incident.

WHERE A DECD WORKER INDICATES THAT A WORKER’S COMPENSATION CLAIM WILL BE LODGED
a) Notify the Injury Management Helpline immediately Tel: 8226 7555.
b) Complete and forward a WorkCover Worker Report Form and a Prescribed Medical Certificate as soon as possible to Health & Safety Services (R 11/7).

2. NON DECD PERSONS
Use the ED 155 to document and record injuries to Non DECD Persons prior to entry onto IRMS.

FOR STUDENT INJURIES
Enter an incident onto IRMS whenever there is a serious injury to a student; i.e.
• The student receives professional medical treatment
• The student has to leave school as a consequence of an accident
• The principal or his/her delegate believes that there is the potential for legal proceedings to result

3. IRMS reports must be completed by the worksite/workgroup manager except in cases of psychological injury where the worksite/workgroup manager is directly involved and the affected worker believes such action may cause additional distress. In such cases the unsigned form may be forwarded to:
• The relevant Education Director (School and Preschool based personnel).
• The next level of line management (Directors, PS Act personnel and seconded staff).

4. INJURIES REQUIRING FURTHER NOTIFICATION

Notifiable Incidents
The worksite manager is required to complete a Notifiable Incident Report following:
• Any event or issue of a critical or highly contentious nature.
• Any event that may result in media attention.
Ensure notifiable report tab is filled in on IRMS.

Notifiable Incidents as outlined in Part 3 of the Work Health and Safety (WHS) Act 2012 include:
• The Death of a Person
• Serious Injury or Illness
• An injury or illness that requires immediate treatment as an in-patient in hospital
• Amputation
• Serious head, eye or burn injury
• Degloving or scalping
• Spinal injury
• Loss of bodily function
• Serious laceration
• Exposure to a substance, which requires medical treatment within 48 hours.
The worksite manager must notify SafeWork SA as soon as possible. Tel: 1800 777 209

Dangerous Incidents
Exposure of a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:
• an uncontrolled escape, spillage or leakage of a substance
• an uncontrolled implosion, explosion or fire
• an uncontrolled escape of gas or steam
• an uncontrolled escape of a pressurised substance
• electric shock
• the falls from height of any plant, substance or the like
• the collapse, overturning, failure or malfunction of, or damage to, any plant (that requires authorisation in accordance with the WHS Regulations)
• the collapse or partial collapse of a structure
The worksite manager must notify SafeWork SA as soon as possible. Tel: 1800 777 209

Electrical or Gas incident
The Site Manager must also immediately notify the Office of the Technical Regulator
Tel: 1800 558 811. Any person who has received an electric shock must seek professional medical attention as soon as possible after the incident.

Where a dangerous incident or serious injury or illness has occurred the Site Manager must not disturb the site, including plant and substances, (other than to assist injured persons, make the site safe or minimise the risk of further notifiable incidents) until advised otherwise by a SafeWork SA Inspector.

FOR FURTHER INFORMATION CONTACT HEALTH & SAFETY SERVICES ON 8226 7555
Parents / Carers

• Arrange a time to communicate with the teacher
• Express to the teacher what you believe to be unfair
• If the matter is not resolved inform the teacher you would like to consult with the Head of Campus or Principal
• If still unsatisfied you may contact the Education Director, Mr P Newman at the Western Partnerships Office at Flinders Park, Ph 8416 7333

BBCS staff will

• Make a time available as soon as reasonably possible (ie, within five working days), to discuss with the parent (face-to-face, by phone) their complaint
• Listen to the parent
• Consider relevant legislation, departmental policy and guidelines and school procedures and/or seek advice/support including informing Principal or HOC
• Identify and discuss with the parent possible courses of action that could be taken to resolve their complaint and the timeframe within which this will occur
• Follow up with the parent(s) after a reasonable period of time has elapsed for any changes to take affect to ensure that the parent is satisfied with the outcome(s)
• If appropriate (depending on the nature of the concern or complaint), keep a written record of the complaint, its progress and outcomes

Concerns and complaints received by a school staff member in relation to another staff member or an issue outside their responsibility or beyond their authority to resolve are to be referred in line with the BBCS grievance process. The staff member who receives the initial complaint is to advise the parent of the reason(s) why the matter is to referred elsewhere, direct them to the BBCS parent complaint policy and assist, if required, the parent to make their complaint.

• If a parent/carer is not satisfied with the outcome at this stage of the complaint management procedure, or decides that it is more appropriate to discuss their complaint directly with a member of the school leadership team (ie, Head of Campus, Deputy Principal, Principal), then the parent is to contact the school to make a time to meet with the appropriate site leader.
• If a complaint is in relation to the Principal then the parent is to contact the Education Director, Mr P Newman at the Western Partnerships Office at Flinders Park, Ph 8416 7333.

At any stage parents may raise a concern or complaint with the DECD Parent Complaint Unit although it is recommended the complaint is raised with the school in the first instance.
A parent may raise a concern or complaint verbally or in writing. Parents can call the DECD Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice and support.
Parents may be asked to put the complaint in writing or to sign a written summary prepared by the Principal, Education Director or a Parent Complaint Unit staff member. Alternatively parents may choose to utilise a parent complaints form that can be forwarded to the Principal or the Education Director.
Rights and responsibilities
Parents lodging a concern or complaint with the school or DECD can expect to:

- Be treated with respect, courtesy and consideration
- Have their complaint dealt with in an efficient and timely manner
- Have access to appropriate and easily understandable information regarding the complaints management process
- Have personal information treated as confidential
- Have their complaint considered impartially and in accordance with due process and principles of natural justice.

In return BBCS & DECD requests that parents making a complaint treat all parties with respect and courtesy and maintain confidentiality

- Raise the concern or complaint as soon as possible after the issue has arisen
- Provide complete and factual information about the concern or complaint
- Ask for assistance or further information as needed
- Act in good faith to achieve an outcome acceptable to all parties
- Have realistic and reasonable expectations about what course of action is required.

For further information on parent complaints and polices you may access information from the web address below.  
Sexual Harassment Policy

Definition
Sexual harassment is making deliberate or repeated sexual comments, gestures or other conduct of a sexual nature, which is perceived to be embarrassing, demeaning or compromising.
(Sexual Harassment Policy, Department of Education and Children’s Development)

Rationale
Sexual Harassment is prohibited by the South Australian Equal Opportunities Act 1984. It is unlawful in education and employment.

Sexual Harassment is sexual behaviour by one person (or a group of people) over another to maintain a position of power.

Sexual Harassment is unacceptable because it:

- severely restricts peoples’ opportunities to learn and work at their full potential
- it results in stress and affects how a person feels about themselves through significantly lowering their confidence and self esteem.

All individuals need to develop and maintain sensitivity about whether their behaviour constitutes sexual harassment and about the impact of their behaviour on other.

Sexual Harassment can occur:
- between students
- between staff members
- between staff and students and workers on the school site
- between students or staff and members of the public in the course of Education Departmental business
- between staff and students and people in the work experience setting.

Sexual Harassment may include:
- teasing and name calling of a sexual nature and/or making rude gestures
- telling smutty jokes and making suggestive comments
- sending offensive messages in writing, by telephone, by facsimile or computer networks
- making sexual comments about a person or a group of people
- spreading rumours about someone’s sex life
- making belittling or demeaning comments based on sex role stereotypes
- persistent unwelcome invitations for sexual favours or for social outings
- suggestive comments about a person’s private life or sexual preference.
Sexual Harassment Policy

Sexual Harassment is not: -

- making genuine compliments
- behaving with common courtesy
- expressing friendship.

Policy Statement

We reject sexual harassment in all its forms and are committed to eliminating overt and covert harassment at Bowden Brompton Community School and in activities organised through the school.

Outcomes

- To actively protect the rights of students, caregivers, staff and members of the public who interact with the school to achieve their full potential in an environment which is free of sexual harassment.
- To promote amongst students, caregivers and staff an understanding of sexual harassment.
- To provide students, caregivers and staff and members of the public who interact with the school, awareness of complaint and redress procedures.
- To take appropriate measures against those who practice sexual harassment.

Implementation Guidelines

Consistent with these beliefs, this policy shall be implemented according to the following guidelines: -

- Sexual Harassment Contact People will be elected at the start of every year by the staff to provide confidential support and information to person(s) involved in sexual harassment cases. There will be elections for replacement if a contact person goes on leave, is seconded, transfers or resigns.

- Members of the school community (students, caregivers and staff) will be made aware of the grievance procedures at the start of every year.
- Confidentiality must be maintained at all times by all people involved in dealing with incidents of sexual harassment to protect the rights of those involved in the case.
Sexual Harassment Policy

- The Principal or his/her nominee will keep records of incidents, where a formal complaint has been made. These records will not be kept in students or staff files unless disciplinary action is taken. Only working records will be kept by a sexual harassment contact person for as long as needed.

- If a person is ignored or treated badly by the harasser, or others involved after he/she has made a complaint, this will constitute victimisation (see section 8b, Equal Opportunities Act, SA 1984). The Principal will take the appropriate action as laid out in Department for Education and Children’s’ Development Gazette Supplement 88/8, ‘Guidelines for Sexual Harassment Grievance Procedures’.

Roles and Responsibilities

The Staff Will;
- model appropriate behaviour
- show commitment to providing a working and learning environment which is free from sexual harassment
- if approached by a student(s) or staff member(s) about a case of sexual harassment, listen sympathetically and, with the permission of the complainant, refer the matter to the sexual harassment contact person(s) or the Principal
- in the case where they witness sexual harassment occurring, accept responsibility to intervene in whatever manner is appropriate to their role in the school. (see Guidelines for Sexual Harassment Grievance Procedures, Education Gazette Supplement 88/8).
- where they come to know of a case of Sexual Harassment maintain confidentiality for all time.

The Sexual Harassment Contact Person(s) Will;
- be elected annually by the staff
- be replaced if they transfer, resign or go on leave
- be well versed in the Sexual Harassment Prevention Policy (Policy ID No. HR31) and Complaint Resolution for Employees (Policy ID No. HR17)
- be a person, or persons, in whom the staff and students have confidence and trust
- provide confidential advice, support and information to person(s) involved in sexual harassment cases
- not be involved in any form of investigation or resolution of sexual harassment cases
- not keep any records which will identify people involved in cases of sexual harassment, but will keep records of a general nature, for example records of meeting outlining general issues, advice given and action taken which the person being harassed may wish to take
- maintain confidentiality for all time
Sexual Harassment Policy

The Principal Will:
- adhere to his/her role and responsibilities as laid down in the DECD Sexual Harassment Prevention Policy (Policy ID No. HR31) and Complaint Resolution for Employees (Policy ID No. HR17)
- take positive action to ensure a sexual harassment free working and learning environment
- actively provide support and guidance to the sexual harassment contact person(s)
- monitor the school environment to ensure that sexual harassment is not occurring by meeting regularly with the Sexual Harassment contact person(s)
- make provision for adequate training and development of staff, students and parents
- ensure that proper channels for satisfactory resolution of sexual harassment cases are established and used when a case occurs
- ensure that an appropriate curriculum is taught to ensure that students understand the nature of sexual harassment and its impact on people.
- Document in Incident Reporting Management System

Students will
- be aware of their own behaviour
- understand the nature of Sexual Harassment
- be aware of the school’s Sexual Harassment Policy and Grievance Procedures
- appreciate that all people have the right to learn and work in a safe, secure and harassment free environment.

Caregivers will
- be aware of the school’s Sexual Harassment Policy and Grievance Procedures
- support the school in the endeavour to eliminate Sexual Harassment
- encourage and support their child not to sexually harass.

Sexual Harassment Prevention Policy

Grievance Procedures Have Been Established By the Education Department To Deal With Cases Of Sexual Harassment
- We acknowledge the existence of the DECD Sexual Harassment Prevention Policy (Policy ID No. HR31) and Guidelines for Complaint Resolution for Employees (Policy ID No. HR17)
- When cases of sexual harassment occur, the Principal, staff and students of the school will follow the guidelines as laid out in the documents cited above.
- Copies of these documents are held in the Resource Centre, with the Principal and with the school’s Sexual Harassment Contact Person(s).
- In the case of sexual harassment occurring, it is important that resolution resulting in the restoration of a positive working and learning environment occur as soon as possible.
**Sexual Harassment Policy**

**Confidentiality**

To protect the rights of all those involved in a case, everyone in, or who knows about, such cases must maintain confidentiality, not only throughout the process of investigation and resolution but for all time.

It is inappropriate and unacceptable for anyone not directly involved in the resolution of a case to judge or advocate on behalf of one or other of the parties involved.

**Victimisation**

If a student or staff member is ignored or treated badly by the harasser or anyone else after they have made a complaint, this will constitute victimisation. Victimisation is made unlawful by Part VI, Section 86 of the Equal Opportunity Act (SA) 1984.

In the case where a complainant is being or has been victimised as a result of making a complaint, the Principal, in recognition of the serious nature of Victimisation, will follow the guidelines relating to Victimisation as laid out in the DECD Sexual Harassment Prevention Policy (Policy ID No. HR31), and Guidelines for Complaint Resolution for Employees (Policy ID No. HR17)

**What Can You Do If You Are Being Sexually Harassed?**

1. As a student you can:
   - tell the person who is harassing you that you don’t like it and you want it to stop
   - talk it over with the school’s Sexual Harassment Contact Person(s)
   - make a formal complaint in writing to the Principal
   - inform the Equal Opportunity Officer of DECD or the Commissioner for Equal Opportunity
   - express your concerns to any of the above and not proceed any further.

2. As a staff member you can
   - tell the harasser that you object to the behaviour and that you want it to stop
   - discuss the situation with the school’s Sexual Harassment Contact Person(s) who will then be able to advise you of your options
   - tell the Principal that you want the behaviour to stop
   - make a formal complaint to the Principal/Deputy Principal or Partnerships Director
   - seek advice or lodge a complaint with the Equal Opportunity Officer of DECD or with the Commissioner of Equal Opportunity or with your Union
   - express concern to any of the above and not proceed any further.
Staff Security Policy

Requirements:
Review procedures for managing identified risks to staff security (e.g.: reception services; intruders, banking, working alone; security callouts). Record the location of relevant documentation in ‘Site Records’.

Staff security is to be recognised as a high priority at all times. All staff are directed to follow school procedures in keeping themselves safe

Areas of risk  Response

Reception services  When ever any matter has a potential to threaten safety the SSO will follow school procedures which usually involves directing students to the “float teacher” or home group teacher.
If these are not readily available or the matter involves parents or community members the Head of Campus should be sought out immediately.

Banking  This is an infrequent event and will be done at the discretion of the Finance Officer at irregular times.

Parents  Any parent issues will be referred to the Head of Campus immediately.

Students  Staff will follow school procedures to minimise risk. Refer to Out of School Learning Protocols. Refer to DECD guidelines “Protective Practices for Staff in their interactions with Students.”

Working alone  Staff will be regularly reminded that working alone on any campus, particularly after hours, should be minimised. If working in the evening is occurring staff are advised to lock themselves into the building. They should also have notified another person when they are in this situation.

Security callouts  The identified call out person for each campus must confirm that the security service will be in attendance during the period of the “call out”. Staff must not remain on any site alone.

Invacuation/Evacuation  Staff will follow procedures as detailed in Action Guide Handbook.

DECD procedures contained in Keeping Schools Safe (J://administration/policies/DECD/)
- Procedure for ordering a person off school premises
- Procedure of preventing entry of, or restraining or removing a person
- Procedure of barring a person from school premises
Suicide Prevention Policy

School Policy for students at risk of, or who disclose their intention to commit suicide.

**Context Statement:** Students at BBCS are, as a general population, at risk of self harming behaviours. Known suicide risk factors are-

- **Primary risk factors**: previous attempt, affective disorders, and hopelessness.
- **Secondary risk factors**: substance abuse, personality or behavioural disorders.
- **Situational risk factors**: family functioning, suicide exposure, social support, life stressors, and homosexuality.

Many of our students exhibit multiple factors, making them extremely at risk.

BBCS does, however, provide protective factors, such as-

- development of social skills;
- charismatic adults;
- development of coping skills;
- positive peer relationships;
- teachers working in partnership with parents/caregivers, and other significant adults.
- drug, health and sexual health programs;
- creating supportive environments though pastoral care.

We have a duty of care towards our students, and must be observant, vigilant and sensitive in assessing student wellbeing. We must watch for observable warning signs; lifestyle changes; changes in behaviour, and changes in relationships.

**Policy:** If a staff member hears a threat or declaration to suicide by a student, the staff member should act as if there is an imminent risk of harm. The threat or declaration should be reported to the Principal or Head of Campus, the student located and the parents/caregivers informed, and professional referral be arranged by the Principal, Head of Campus or Relationships Co-ordinator. The staff member that hears the threat or declaration needs to make an immediate Mandatory Notification; and comprehensive documentation must be recorded on the Notification Record notice to be kept by the HOC in a notification record folder. Should the student be homeless, the staff member making the mandatory notification will be advised by the report line worker that he/she has two options:

1. Dial 000 requesting an Ambulance to transport the child to the Women and Children’s hospital for assessment. [There is no compulsion for the hospital to admit.] If the student refuses:
2. The police need to be called. The police will detain the student under the Mental Health Act. This means they will transport the student, using whatever force is deemed appropriate, in a police vehicle or ambulance to the WCH where the student will be immediately be admitted for assessment.

The staff member making the mandatory notification needs to discuss with the Principal or HOC as to which option is the one most likely to suit the particular circumstances.
Sun Protection Policy

Providing a safe and secure environment for all is a high priority at Bowden Brompton Community School. Given the clear health risks of prolonged sun exposure, we consider it of paramount importance that the following processes in relation to sun protection be encouraged.

The purpose of our policy is to ensure that students attending our school are protected from skin damage caused by harmful ultraviolet rays.

As part of general skin protection strategies:

The school community (staff, students and visitors) will be encouraged to wear hats and apply sunscreen for any outdoor activity held during the hours of 10am – 2pm (11am – 3pm during daylight savings)

Staff will be expected to role model by:
- Wearing protective hats and appropriate clothing
- Using SPF 30+ broad spectrum sun screen
- Seeking shade whenever possible during outdoor activities

Education – As part of the health program most students have participated in an education program about the importance of skin protection:

Parents/Caregivers are asked to supply their children with appropriate hats, as sharing of hats can increase health risks.

If a student does not possess a hat, the school will supply one. (These are regularly washed)

The wearing of hats and sunscreen will be encouraged as follows:

1) During all outdoor lessons, activities and excursions. (With particular focus on Terms 1 & 4)

2) At recess and lunch times. With particular regard to sporting activities; Students who choose not to wear their hat will be expected to remain in an area protected from the sun.

3) Staff will role model appropriate sun protection strategies. All hats should satisfy the Anti-Cancer Foundation guidelines so as to shade the face, back of the neck and ears e.g: Broad brimmed or Legionnaire style hats

Major Spill/Emission (e.g. tanker, derailment of chemical rolling stock, explosion at chemical works)
Move all children and employees into a building immediately
Occupy rooms furthest away from the spill and up wind if possible
Close all external doors and windows, and seal ventilators
Turn off air conditioners and extinguish naked flames including pilot lights
Call Police and emergency services
Notify Principal or Deputy
The Principal or Deputy will contact DECD facilities and Regional WHS advisor
Await “All Clear” or further advice

EVACUATE only if directed by police or emergency services or if forced to by extraordinary circumstances.

Minor Spill/Emission (e.g. Science lab, work shop)
Move students to a safe area
Provide protective clothing and appropriate respirator for employees doing the cleanup.
When supervising personnel is satisfied that the area is safe students can return to the area.

Notification: This incident must be reported to

- Appropriate emergency services
- Department of Industrial Affairs within 24 hours
- Partnerships Office, WHS advisor by phone
- Documentation ED 155
- Workplace WHS Rep
UNWANTED VISITORS
POLICY

Rationale:
Our school welcomes visitors who have a reasonable and constructive reason to be on the school’s grounds or premises. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent. Governing Council regards the direct canvassing of students by prompters of community or commercial events or activities as generally inappropriate. The Principal, if satisfied of the bona fides of such promoters, may organise more acceptable means of communicating with students.

Aims:
To provide a school environment that is devoid of unwanted and unwelcome visitors.

Implementation:
- All legitimate visitors are required to report directly to the school office upon arrival at the school, to sign a visitor’s register, to collect and wear a visitor’s badge, and to be assisted with directions or appointments.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Signs, which warn trespassers of the potential for prosecution, will be similarly displayed.
- Staff are required to direct any unidentified person without a visitor’s badge to the school office, or to report unidentified people or vehicles to the Principal/HOC.
- Staff on yard duty are required to be vigilant, and to approach or report visitors that do not display visitor badges or are obviously unwanted.
- Staff will be provided with professional development on how to communicate with visitors in a non-confrontational manner.
- The school will implement its right to have people charged with trespass if necessary.
- Any visitor who breaks the law will be charged with an offence as appropriate.
- The school will establish and maintain effective relationships with the local police.
- The school community will be regularly informed about our process for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours activities to the police.
- The school’s emergency invacuation procedures will be practised twice per year.
- School gates will be locked out of school hours.
- Security lighting will be well maintained.
- All visitors working directly with students to provide an up-to-date DCSI police check

Evaluation:
This policy will be reviewed as part of our school’s regular annual review cycle.