

SILVER TREE STEINER SCHOOL



SAFEGUARD OF STUDENTS POLICY

2017

This Policy is applicable to: Teachers, Parents and Children

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SAFEGUARD OF STUDENTS POLICY

Silver Tree Steiner School considers the safety and security of its students to be of the utmost importance. When parents/guardians deliver their child to school they have an expectation that they will be protected at all times.

The Administrator/Principal is responsible for the daily management and control of the school grounds, including all persons on the premises. This is in order to provide for the safety and welfare of students and staff on the school premises.

The objective of this policy is to strive to provide safety and security for all children in the school by ensuring all persons who enter the school grounds are known or supervised at all times.

RELATED POLICIES

Other policies that should be read in conjunction with this policy are:

- Child Protection Policy
- Emergency Management Plan
- Family Court Orders and Violence Restraining Order Policy
- Playground Supervision Policy

INTRODUCTION

The Safeguard of Students Policy covers the following activities:

- Pick-up and drop-off of children before, after or during school hours
- Visitors (including parents)
- Volunteers working at Silver Tree Steiner School
- Contractors on school premises
- Any person identified as posing a significant risk to the students.

PICK-UP AND DROP-OFF OF CHILDREN AFTER OR DURING SCHOOL HOURS

Parents are asked to notify the school in writing annually (preferably beginning of each school year), if there have been any changes as to who is a permissible person to pick up their children from school including emergency situations. Any changes during the school year must be put in writing and submitted to the office.

In unforeseen circumstances (short notice) a phone call to the office is necessary notifying the teacher of alternative pick up arrangements.

All persons collecting and/or bringing children at alternative times other than the beginning or end of the school day must report to the office and sign the visitors' register and sign in / out of register and obtain a slip from the office, which is given to the Teacher.

Persons taking children during school hours to regular appointments can provide details in writing once only specifying the times, dates and purpose for the child's absence.

VISITORS

All visitors visiting during school hours must report to the office and sign the Visitors' Register on arrival and departure. During their stay at the school they should be accompanied by the staff member they are visiting or an approved escort at all times.

VOLUNTEERS

Volunteers involved in child-related work with students for more than five (5) days in one year are required to undergo a Working with Children Check, and/or possess a current “Assessment Notice”.

It is the responsibility of the volunteer to advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application. All other volunteers are required to complete a Confidential Declaration indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children. (See Appendix A).

If volunteers do not meet this requirement, the Administrator/Principal may refuse them access to the school, until such time as they obtain the required check.

CONTRACTORS ON SCHOOL PREMISES

Contractors working for the Silver Tree Steiner School must provide a copy of their current Police Clearance Certificate and obtain a new one when asked by the Administrator, they must provide details of their public liability insurance (if required), and provide new copies as they are renewed.

Contractors working for the Silver Tree Steiner School must sign a Confidential Declaration (Appendix A) or Confidentiality Agreement (Appendix B), whichever is relevant.

PERSON IDENTIFIED AS POSING SIGNIFICANT RISK

This policy is in no way intended to be punitive towards an identified person; rather, the policy is solely directed towards the aim of fulfilling the school's duty of care to its students.

Any persons identified as posing a significant risk to students and/or staff, will not be permitted access to the school grounds except by specific prior arrangement with the Administrator.

Reasons for being considered are significant risk could be as follows –

- Conviction of a criminal offence involving sexual, physical or other abuse of children; or
- Violent or aggressive behaviours, drug or alcohol abuse

Where a specific prior arrangement is made for an Identified Person to access the school grounds, the Identified Person will only be permitted to remain on the school grounds whilst in the company of, and under the supervision of a designated responsible adult.

An Identified Person may from time to time, as considered appropriate, be permitted to attend specific formal school functions or activities whereby the public nature of the function and the presence of a significant number of adults, the Administrator and the Board of Governors, is satisfied that there is no real prospect of an Identified Person causing any harm to any child.

REFERENCES

AISWA Volunteer Policy Guidelines

Available: <https://www.ais.wa.edu.au>

Fact Sheet 5 – Child Related Work and Exemptions

Available: <http://www.checkwwc.wa.gov.au>

Working with Children (Criminal Record Checking) Act 2004

Available: <http://www.austlii.edu.au>

APPENDIX A – Confidential Declaration



SILVER TREE STEINER SCHOOL

CONFIDENTIAL DECLARATION

This form is for persons requiring access to schools who are not employees of the school.

Please place a tick in one of the boxes below.

I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.

I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if is considered necessary to verify the information provided.

Name: _____
(BLOCK PRINT PLEASE)

Date: _____

Signature: _____

Telephone: _____

Company: _____

Address: _____

APPENDIX B – Confidential Agreement

SILVER TREE STEINER SCHOOL CONFIDENTIALITY AGREEMENT

I, understand that as a condition of my advice to Silver Tree Steiner School (STSS), I shall, neither during nor after the period of my advice with the School except in the proper course of my duties or as permitted by the School or as required by law, divulge to any person any confidential information concerning:

- Student, parent, personal, health and financial information;
- the business or financial arrangements or position of STSS; and
- any of the dealings, transactions or affairs of STSS.

I undertake not to knowingly access any confidential information about STSS, their students, or parents, or student medical information, unless such information is essential for me to properly and efficiently perform my duties. I am aware that these conditions extend to unnecessary discussion of confidential information within STSS. I understand that any breach of this trust will render me liable to disciplinary action, termination and/or civil proceedings.

I further undertake to inform the School Administrator immediately if I become aware of any breach of privacy or security relating to the information I access in the course of my duties. This restriction ceases to apply to any information or knowledge which subsequently comes into the public domain by way of authorised disclosure.

All confidential records, documents and other papers together with any copies or extracts thereof in my possession will be returned to STSS on the termination of my employment.

Signed:

Position:

Date:

in the presence of (name)

Signed: