

CHILD PROTECTION POLICY

Bollard, Sheila

WILKINS PUBLIC SCHOOL

Child Protection – POLICY

Date of policy 14/03/2016 Next review

Status Draft

Purpose

While students are in attendance at school they are under the care and responsibility of the Department of Education and the teachers at the school. We must put clear measures into place to insure that they are protected at all times.

Implementation

Attendance

- Parents must explain absences upon a students return to school, alternatively a phone call or an email explaining absence is acceptable
- Students who are late to school MUST go via the front office, all absentee times are recorded including those 5 minutes at the beginning of the day.
- Students leaving early must leave with an approved adult
- Leave during term time that is not sick leave must be approved by the Principal. Forms can be obtained from the office

Protection on school grounds

- The School locks down all its entrances and exits, except the front office from 9:30 am
- All visitors, including parents, must report to the front office. No visitor is permitted to go to classes between 9 – 3 pm without ID and approval.
- Parents are not to be out on to the playground between 9:30 and 2:30.
- Visitors, including work men, must carry identification.
- All students must travel to the toilets and the office in buddies.
- All students must be in school uniform with school hats (helps identify teachers and outsiders)

- No company flyers or advertising will be distributed through school. Only school, council or relevant community or agency notices will be in the weekly.

Publishing

- 2 or more student identifiers are not allowed in any school publications No surnames.
- Students cannot be in any publication without permission (this does not include displays inside the school grounds).

Working with Children Check

- All staff, including volunteers and programs operating within school grounds has been screened for security checks by the Department.
- Volunteers must sign a Working With Children Declaration and provide 100pts of ID.

Education for Staff and Students

- All staff undergo Annual Child Protection Training as a matter of Compliance training.
- Students are trained in child protection at school as well as instilling values that enable them to be confident and caring and will speak up for the protection of themselves or a friend.
- Student Welfare is updated every Monday by the entire teaching staff.

Reporting and Management

- As mandatory reporters any concerns where a child is deemed to be at risk of harm, procedures for reporting are followed as per legislation.
- Schools Security Unit 1300 880 021 can be called for any suspicious behaviour or suspected behaviour upon school grounds.
- For more immediate threats “000” should be called.

