## Policies

### Keeping Our School Safe

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Policy</td>
<td>3</td>
</tr>
<tr>
<td>Chemical Safety in Schools</td>
<td>7</td>
</tr>
<tr>
<td>Child Protection and Mandatory Reporting</td>
<td>9</td>
</tr>
<tr>
<td>Health Promoting School Policy</td>
<td>17</td>
</tr>
<tr>
<td>Clinic and Injury Policy</td>
<td>19</td>
</tr>
<tr>
<td>Crisis Management Policy</td>
<td>21</td>
</tr>
<tr>
<td>Critical Events Policy</td>
<td>29</td>
</tr>
<tr>
<td>Harassment Policy</td>
<td>33</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety Policy</td>
<td>39</td>
</tr>
<tr>
<td>Road Safety Policy</td>
<td>41</td>
</tr>
<tr>
<td>Sharps Policy</td>
<td>49</td>
</tr>
<tr>
<td>SunSmart Policy</td>
<td>51</td>
</tr>
<tr>
<td>Visitors Policy</td>
<td>55</td>
</tr>
<tr>
<td>Mobile Phone and Electronic Equipment Policy</td>
<td>59</td>
</tr>
<tr>
<td>Restraint of Students Policy</td>
<td>61</td>
</tr>
</tbody>
</table>
Rationale

Students from St John the Apostle are generally responsible and well behaved when traveling by bus. Misbehaviour can cause a nuisance to others or even place the safety of all passengers at risk. Students from St John’s School are expected to be thoughtful and responsive to the needs of others. Our school endorses the ACT Government’s ‘Code of Conduct’ for young persons using public transport and wishes to apply it to include all school travel by bus.

Aims

The St John the Apostle Bus Policy aims to:
• ensure safety of children when traveling by bus
• develop a sense of older students caring for younger students
• encourage self discipline and safe practices

Agreed Practice

To promote safe use of buses when traveling to and from school, St John the Apostle School directs that:

• Two teachers are assigned to bus duty each week.
• After school, bus travelers wait in line near the verandah.
• With teacher supervision, students walk in line to the bus stop on Barnard Circuit.
• Teachers supervise students as they board the bus and ensure that St John the Apostle School students are seated before the bus leaves.
• Incidents or other grievances reported to the school are followed up by the duty teachers or in some cases by the Principal.
• Teachers reinforce the bus safety message over a period of time and across the curriculum.
• The school offers programs such as Kenny Koala and the Bus Safety Education Program conducted by ACTION.
• The school reminds students of behaviours that promote safe travel by bus.
When traveling by bus on school organised activities the following guidelines need to be observed by staff:

- Sufficient buses are booked to ensure that each child can be seated
- Bus Companies used are to be approved by the CEO
- Each bus has a teacher on board
- Teachers call roll before leaving school and prior to returning to school
- Children and teachers wear seat belts, if provided
- Children’s behaviour reflects well on the school and follows school expectations of behaviour
- Children remain seated while bus is moving

**Code of Conduct**

The behaviour of all passengers on busses is governed by the Road Transport Act 2001 and its Regulations. The ACT Government has produced a ‘Code of Conduct’ to ensure the safety and comfort of all passengers.

Students traveling by bus are expected to:

- Behave responsibly and safely at all times.
- Respect the needs and rights of other passengers.
- Respect bus property by not marking or damaging it.
- Always follow instructions about safety on the bus.
- Validate/show their bus pass or ticket upon boarding and when requested.

Students are reminded that they are not to:

- Distract the driver’s attention from the road except in an emergency.
- Smoke, eat or drink on the bus.
- Allow any part of their body to protrude from the bus.
- Fight, spit, use offensive language or place their feet on the seats.
- Throw any article inside or out of the bus;
- Alter, deface, misuse or fraudulently use a pass/ticket.
- Give, lend or transfer their bus pass/ticket to another.

**Unacceptable Behaviour**

To promote consistency and fairness in responding to students who do not follow the code, misbehaviour has been divided into the following categories.

1. Nuisance and Offensive Behaviour, such as bad language or spitting, which may be irritating or unpleasant but not physically dangerous.
2. Dangerous Behaviour, where there may be some physical danger to individuals such as allowing any part of the body to protrude from the bus.
3. Very Destructive or Dangerous Behaviour, such as throwing objects that have potential to cause harm or damage, fighting, breaking windows, damaging seats, tampering with safety equipment or verbally threatening the driver or bullying other passengers.
4. Highly Dangerous or Life Threatening Behaviour, such as physically attacking the driver or another passenger, lighting a fire or threatening physical harm with a dangerous weapon.

There are various actions taken when passengers do not follow the ‘Code of Conduct’. These range from a warning to an infringement notice. Parents/guardians and the school are generally informed about misbehaviour in all categories.

The ‘Code of Conduct’ provided by the ACT Government, and our own set of bus rules are discussed at assemblies so that students who travel by bus fully understand what is expected of them. St John’s accept offers of ACTION to send an education officer to talk with the children about safe bus travel.

**Resources**

Kenny Koala and Australian Federal Police Education Program  
Bus safety Program - ACTION  
Catholic Education Policy – [www.ceo.cg.catholic.edu.au](http://www.ceo.cg.catholic.edu.au)  

**Policy Review**

The St John the Apostle Bus Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.
Chemical Safety in Schools

Rationale

St John the Apostle Primary School staff have discussed how to provide a safe environment for all members of the community, and have reviewed the Chemical Safety in Schools Document. As a result staff have an understanding of:

- Using chemicals in a safe manner.
- Controlling the risk from chemicals.
- Meeting the legal requirements for hazardous substances and dangerous goods.
- Identifying current best practice in the use of chemicals for teaching and learning.
- Developing a long-term strategy for the safe use and storage of chemicals.

Agreed Practice

At St John the Apostle Primary School we have:

- Completed staff training to raise awareness in relation to responsibilities under the legislation.
- Completed a stock take of chemicals to indicate which chemicals are stored in the school and how much there is of each chemical.
- Created a register of chemicals stored on the school’s premises.
- Ensured that storage complies with the requirements of the Dangerous Goods Legislation and OH&S Principals in regards to Hazardous Chemicals.
- Ensured that the only storage areas are the Maintenance Shed and Cleaners Room which are out of bounds to students.
- Provided access to Material Safety Data Sheets (MSDS) for every hazardous substance stored on the school’s premises.
- Properly labelled the chemicals in each work area of the school.
- As at June 2001 the school has no Hazardous Chemicals stored in the classrooms.
- Ensured that only non Hazardous Cleaning Chemicals are used.
- An account with CHEMSAL PTY LTD for disposal of all Chemicals and Hazardous waste.
St John the Apostle School complies with the Catholic Education Office directives in relation to Chemicals and Hazardous waste.

**Resources**

- Chemical Safety in Schools (CSIS) – Volume 1 resource folder: NSW DET 1999
- Chemical Safety in Schools (CSIS) – Resource CD: NSW DET 1999
St John the Apostle
United in Love, Truth and Courage

Child Protection and Mandatory Reporting Policy

Rationale

At St John’s we recognise the dignity of each person as made in the likeness of a loving God. We are committed to the health, safety and well being of the students in our care.

As mandated persons we, as teachers, are required by law to make a report to Care and Protection Services if we have formed a reasonable suspicion that a child or young person has suffered or is suffering sexual abuse or non-accidental physical injury and those grounds arise during the course of our work (whether for remuneration or otherwise). The mandated reporter does not need to investigate or prove his or her concern and information will be shared on a need to know basis.

Aims

The aims of St John the Apostle’s Mandatory Reporting Policy are to:

- care for the health, safety and well being of students ensure that teachers are aware of their legal and professional responsibilities.
- appraise staff of the correct procedures to make a mandatory report.

Agreed Practice

St John’s Agreed Practice is designed to complement the Children and Young People Act 1999 (ACT) and the Catholic Education Office’s Child Protection – Mandatory Reporting ACT Policy as published on the CEO website.
Step 1: Peer Discussion

A teacher who has concerns about a particular child may wish to discuss those concerns with one colleague. The child’s name is not discussed and the conversation is of a consultative nature.

Step 2: Discussion with Principal or Assistant Principal

Whilst Mandated Reporters are obliged to make a report to Care and Protection Services, it will be usual practice that the report will be made through the Principal/Assistant Principal. The teacher will make an appointment with the Principal/Assistant Principal to discuss the concerns and share any observations that s/he has about the child. The Principal/Assistant Principal will ensure that accurate records are kept of all reports and will ensure that the teacher is informed of whether Care and Protection Services will appraise the report or not.

At this stage responsibility for reporting passes from the teacher to the Principal/Assistant Principal. The teacher shall continue to advise the Principal/Assistant Principal about developments in the situation. If the teacher is concerned that insufficient action is being taken, they should discuss their concerns with the Principal/Assistant Principal. In the extreme circumstance that a mandated reporter is not satisfied that the Principal/Assistant Principal has made a report to Care and Protection Services, the teacher must make a report on his or her own behalf to Care and Protection Services. The teacher then must inform the Principal/Assistant Principal of his or her action and provide the Principal/Assistant Principal with a copy of the Care and Protection Services notification regarding appraisal of the report.

Step 3: Outside Contact

3 (a) The Principal / Assistant Principal rings the CatholicCare counsellor and sets up a time for a phone or interview consultation. None of the child’s identifying details are used.

AND / OR

3 (b) The Principal rings Care and Protection Services (1300 556 728) to consult. None of the child’s identifying details are used.

Step 4 Interview

The Principal/Assistant Principal convenes a meeting with the teacher and the counsellor at which they discuss the child and any siblings who attend St John’s. Together they may decide if there are reasonable grounds to notify Care and Protection Services and consider what implications may arise.
They complete the School Mandatory Reporting Form and decide whether to proceed to Step 5.

Step 5 Notification

The Principal notifies Care and Protection Services (1300 556 728) of a suspicion of child abuse. The Principal notifies the Division of Human Resources at the Catholic Education Office that a notification has been made. When making a report the Principal will discuss with Care and Protection Services about informing parents that a report has been made. If Care and Protection Services advise not to inform parents, the parents must not be informed that a report has been made.

Step 6 Debriefing

The Principal/ Assistant Principal convenes another meeting with the teacher and counsellor to inform them of the results of the notification and the Urgency Rating allocated to the case.

Step 7 Support

Ongoing support will be offered to the teacher involved in the notification. This may be in the form of counselling by Centacare staff.

Definitions

Child is a person under 12 years of age.

Child Abuse and Neglect may fall into the following categories:

- Non accidental physical injury (physical abuse) – includes injuries caused by excessive discipline, beating or shaking, bruising, lacerations or welts, burns, fractures or dislocation, female genital mutilation, poisoning, attempted suffocation or strangulation or physical mutilation.

- Sexual abuse – is any sexual act or sexual threat imposed on a child or young person. Usually this occurs when an adult or someone who is bigger or older involves the child or young person in a sexual activity by using his or her power over the child or young person or by taking advantage of their trust.

- Emotional abuse – refers to chronic or repeated behaviours directed at a child or young person, which are seriously detrimental to or impair the child or young person's psychological, social, emotional, cognitive or intellectual development or behaviour. This includes significant harm to the child or young person's well being or development because of his or her continual exposure to domestic violence.

- Neglect – is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and psychological, intellectual or physical development such as food, clothing, shelter, medical and dental care and adequate supervision.
In Need of Care and Protection is defined fully in s 156 of the Children and Young People Act 1999 (ACT). A child or young person is In Need of Care and Protection if he or she has been, is being or is likely to be, abused or neglected and no-one with parental responsibility for the child or young person is willing and able to protect him or her from suffering the abuse or neglect.

Mandated Reporter is defined in s 159 Children and Young People Act 1999 (ACT). For the purposes of this policy and compliance with ACT law a mandated reporter includes teachers and school counsellors.

Reasonable Suspicion. A Mandated Reporter has a reasonable suspicion to report to Care and Protection Services when:

- A child or young person discloses that he or she has suffered or is suffering non-accidental physical injury or sexual abuse
- Someone else advises you that a child or young person has been sexually abused or non-accidentally injured, or
- Your own observations of the child or young person's physical condition or behaviours lead you to reasonably suspect that the child or young person has suffered or is suffering non-accidental physical injury or sexual abuse.

The mandated reporter is not required to prove that abuse has occurred.

Young Person is a person who is 12 years or older but not yet an adult.

Resources

Children and Young People Act 1999 (ACT)
Reporting Child Abuse: Keeping Children and Young People Safe

Policy Review

This policy will be reviewed annually to ensure that it is in line with current legislation and CEO policy before being presented at the beginning of each school year to staff. In addition, as new staff are employed during the year, they will be made aware of the contents of the policy.
IN-CONFIDENCE

ST JOHN THE APOSTLE
NOTIFICATION OF CHILD ABUSE

Forward to: Family Service Branch
Department of Education & Training
Children Youth & Family Services
Include Student’s Name

Director
Catholic Education Office
Do Not Include Student’s Name

A copy to be kept in Principal’s records
Include Student’s Name

FORM MUST BE RETAINED AT THE SCHOOL UNTIL THE STUDENT IS AT LEAST 25 YEARS OLD.

Except for Children’s Court procedures relating to this student, this document is not admissible in evidence nor can any person be compelled to produce it or give evidence to its contents.

Student’s Name: ________________________________

Age: ______________ Date of Birth: ____________

Current Report made to: Family Services Office at:
________________________________________________

Name of Officer: ________________________________

Notification Made: ___________/_________/_________ Time: ______________

Notification Made By: __________________________________________

Urgency Rating Assigned (if applicable) ___________________________

Name of Director (or delegate) of CEO Informed of Notification: _______

______________________________________________________________

Reasonable Grounds for Notification:
______________________________________________________________

______________________________________________________________

Signed: __________________________ Date: _______________
(To be completed by the Principal/Assistant Principal and the teacher who suspects child abuse. The completion of this form is Step 4 in the school protocol and should be completed before notification to Family Services. The form is to be kept by the Principal and includes information that will be sought by Family Services upon notification.)

Student’s Name:__________________________________________________________

Age:__________Class_______________Date of Birth___________________________

Parent/Caregiver Name/s:________________________________________________

Address:________________________________________________________________

Phone:________________________________________(H)________________________(W)

If the child lives with one parent do you know the whereabouts of the other?

________________________________________________________________________

Who is allegedly harming the child? (Include name, address, phone & relationship to the child)

________________________________________________________________________

________________________________________________________________________

Other members of the household in which the child lives and their relationship to the child:

________________________________________________________________________

________________________________________________________________________

Cultural background of the child and family:______________________________

________________________________________________________________________

WHAT (A detailed description of the size and location of any injury, current or previous or details of disclosure or incident observed.)

________________________________________________________________________
**WHEN** the injuries observed or disclosure made? __________________________

**HOW** do you know this and what leads you to believe it is non-accidental injury or sexual abuse? __________________________

**WHERE** is the child now? __________________________

**WHO** is aware this report is being made? __________________________

Signed: __________________________  Date: __________________________
Rationale

St John the Apostle School seeks to provide a happy, healthy and safe school community.

St John the Apostle supports the ideals of the Health Promoting Schools Program. It is a whole school approach to Personal Development Health and Physical Education (PDHPE) that extends beyond the planned classroom lessons. It is an approach that operates consistently across the curriculum, the school environment and school partnerships and services.

Agreed Practice

As a health promoting school we aim to:

- Initiate, support and sustain a broad approach to health education in the school curriculum by professional development for teachers and by being given a budget allocation so that good quality, up to date resources are purchased.
- Utilise resources provided by existing agencies (Life Education, Catholic Care Family Life program, counseling services, Traffic Centre and Police visits, ACTION bus programs, Kenny Koala, etc).
- Provide objective information to students on health matters.
- Develop and revise school policies and practices that support health in the curriculum, for example –
  - SunSmart Policy
  - Occupational Health and Safety Policy
  - Risk Management and Child Protection Policies
  - Pastoral Care Policy
  - Leadership Policy
  - Food and Nutrition Policy related to the canteen
- Ensure that Drug Education is covered in all stages of the PDHPE curriculum.
- Actively promote self-esteem and a sense of belonging by celebrating as a community and recognising special events and achievements.
- Teach skills in communication and interpersonal relationships, including conflict resolution and protective behaviours.
• Ensure that the classroom and playground environment are clean and physically attractive.
• Strive to create more shade structures for staff and students

The St John the Apostle Health Promoting Schools Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.
Rationale

At St John the Apostle School we are concerned with the health and well being of all students. Our clinic and injury policy outlines the procedures in place to ensure that children who may be sick or injured receive suitable and prompt care.

Aims

The aims of the St John the Apostle Clinic and Injury Policy are to:
- administer first aid to children when in need in a competent and timely manner.
- communicate children’s health problems to parents when considered necessary.
- provide supplies and facilities to cater for the administering of first aid.
- maintain a sufficient number of staff members trained with first aid certificates.

Agreed Practice

Students who are sick or who sustain an injury are cared for in the following way:

- Teachers send sick/injured students to the clinic. Where this is not possible teachers will send for an Executive member of staff to help them assist the sick/injured student.
- Office staff or clinic duty teachers must be notified if any student is sent to the clinic.
- All medicines are locked in the clinic. Parents must put in writing dosage and time that medication is to be given. A First Aid/Medication Record is kept of all children who receive medication.
A First Aid/ Clinic Record is kept recording all students who attend the clinic and a summary of the treatment given is also recorded.

A medical form is sent out at the beginning of each year for the school to identify students with ongoing medical conditions.

An Action/Medical Treatment Plan is displayed in the clinic and in relevant classrooms of those children who have ongoing medical conditions, such as diabetes or children who are anaphylactic.

Only staff with current First Aid and CPR qualifications are rostered to do clinic duty.

All staff are in serviced annually to ensure CPR training remains current and biannually to ensure Anaphylaxis training remains current.

The school will pay for staff wishing to gain First Aid and CPR qualifications.

Parents are notified when there is an injury that staff are concerned about or when a student reaction to an injury or illness suggests further investigation.

Parents will be notified of all head injuries.

An ambulance is rung if parents and emergency contacts cannot be notified.

For all ‘serious incidents’ or any other incidents that occur which may be likely to result in a claim made against the school a School Accident Report must be filled in. This claim form will be faxed to Catholic Church Insurances and a copy is to be kept in the school file.

Resources


Policy Review

This policy is reviewed at least once each five years in line with current registration practice. The policy may be reviewed more often than this according to need and educational trends.
Crisis Management Policy

School Phone Number: 02 6258 3592
                  02 6258 1574

Principal’s Private Line: 02 6258 3552

School Fax Number: 02 6259 1119

Principal: Mrs. Helen Currie
                  02 6254 7059 (home)
                  0415 396 920 (mobile)

Assistant Principal: Mrs. Sharon Sams
                  02 6255 3476 (home)
                  0434 830 814 (mobile)

Parish Priest: Fr. Michael Fallon
                  02 6254 3236 (presbytery)

Assistant Priest: Fr. Mark Hanns
                  02 6254 3236 (presbytery)

CatholicCare Counselor:
Mrs. Amanda Brideoake
                  02 6162 6104
                  (CatholicCare Office)

Australian Federal Police: 131444

Belconnen Police Station: 02 6256 7777

Ambulance: 000 or 012
Rationale

Crisis situations may have a significant effect on the students, family, friends and staff at St John the Apostle School. These situations may include a major accident or the death of a community member, a hostage or abduction situation, a terminal illness, a class involved in an accident, fire, explosion etc. In the event of a major crisis, St John the Apostle School will act in a manner that respects the dignity of all members of the community. Decisions will be made in a manner that allows all affected to see themselves as both valued, and included in the process of decision making. This Crisis Management Policy will provide the framework to deal with specific crisis situations.

Aims

The aim of the St John the Apostle Crisis Management Policy is to provide a framework for St John the Apostle’s response to a major event, critical incident or crisis. The policy will provide a framework to be followed during the incident and in the period immediately following the incident and for management of the longer term consequences of such an incident. Incidents vary in complexity. These guidelines provide a framework for action and may be modified in a particular situation.
Agreed Practice

The St John the Apostle Crisis Management Team will consist of the Principal/delegate and the School Counselor (team leaders), as well as the Parish Priest, Assistant Principal/delegate, Members of Executive and two staff members. Extra counselors and other personnel may be brought in to support the Management Team as required.

The usual protocol is:

- Information is relayed to the Principal/delegate at the earliest possible moment.
- The Principal/delegate verifies the information and calls the Crisis Management Team together for a briefing session.
- The Principal/delegate informs the Police, Catholic Education Office and CatholicCare if necessary. A copy of relevant phone numbers are attached to this policy and kept in the Front Office.
- If students need to go home, the Crisis Management Team coordinates phone calls, the meeting point, and the collection of children from this point.
- If total evacuation is necessary students will walk to St Francis Xavier High School.
- The timing and urgency of informing staff and students will be determined by the Crisis Management Team.
- In case of death, and after a Police clearance, the Principal/delegate, Assistant Principal/delegate and or Parish Priest will inform parents.
- The Principal/delegate determines the content and timing of written information to be sent to parents.
- The Assistant Principal/delegate rearranges timetables and rosters as necessary.
- The Executive hire extra staff as required.
- Members of the Crisis Management Team inform other staff members and the Community Council President. At this time the names of those on the Crisis Management Team will be distributed and people will be informed of the role of the team.
- Members of the Crisis Management Team provide withdrawal space for those who require support. CatholicCare may require another room for intensive support.
- The team members contact other schools as appropriate. The Counselor will liaise with other schools if siblings are involved. The Principal/delegate may contact neighboring schools to inform the community.
- The Principal/delegate and/or the Counselor will update staff, community and Catholic Education Office as required.
- The class teacher(s) will give appropriate information to students.
• If the crisis should involve the gathering of parents at the school, the Crisis Management Team will take responsibility for providing a comfortable waiting room and refreshments.
• The Principal/delegate, in consultation with the Catholic Education Office, will liaise with Media. A written press release may be useful.
• If necessary an out of school hour's contact is provided. In more complex situations it may mean maintaining telephone contact at the school.
• The Crisis Management Team will continue to keep staff, students and parents informed, about the incident and how the team is managing the crisis.
• The Crisis Management Team will maintain normal routines at school, where possible.
• The Crisis Management team will acknowledge the effect of the incident on the school community. The Crisis Management Team will continue to monitor those in need of help. The Crisis Management Team will be aware that many people may be deeply affected. The Crisis Management Team will acknowledge that the anniversary of the incident may be a difficult time for the St John the Apostle School Community.

The role of St John the Apostle School in the event of a death of a student or staff member

In the event that a student or member of staff dies, the community of St John the Apostle School will work with members of the wider community to ensure that family and friends of the deceased are treated with respect and dignity. The school has a number of responsibilities, as outlined below:
• The Principal/delegate will establish details of location and time of the death.
• The Principal/delegate, in conjunction with family/families, will establish the role of the School Community.
• The Assistant Principal/delegate, or another Member of the Executive, will make arrangements for the completion of appropriate tasks as required, for example the printing of books, music, flowers etc.
• The Assistant Principal/delegate will rearrange timetables and duties as required.
• The Assistant Principal/delegate will arrange release for staff as required.
• Students may attend the service with their parents or with parental permission after a request from the family of the deceased. A teacher might take a small number of students to a service with parent’s permission. Staff will not take students to an interment or cremation.
• The Crisis Management Team will provide meaningful participation for those not actually attending the service.

On an ongoing basis St John the Apostle School will continue to provide support through:
• Continuation of withdrawal space for members of the community.
• Regular assessment by the Management Team.
• Maintaining links with the family or families. The St John the Apostle school and the family or families may wish to develop a memorial garden, erect a memorial plaque, or display a photo in a prominent position in the school.
• Appropriate responses from staff and students, for example condolence books, will be arranged by the Crisis Management Team with the support of class teachers and students.

**Possible Grief Reactions**

Members of the community may react to grief in a number of ways. In order to best respond to the needs of the community, knowledge of possible grief reactions is important. Following is a brief outline of some reactions that may occur in the event of a death:

• Denial: This includes disbelief, shock and sadness.
• Anger: This may be directed towards God or displaced onto other people. Guilt tends to be high in sudden death, particularly suicide and murder.
• Depression: Indicators of depression may include needing to be alone more often than usual; beginning to realize the person is not coming back.
• Bargaining: Hoping the person will return, if certain promises are fulfilled
• Acceptance: Adapting to the change in their life and able to move on with their own plans
• Guilt: This can be overpowering for some individuals

Trauma can cause stress reactions. School members may experience sickness, exhaustion, loss of appetite and inability to sleep. Students may not be able to concentrate, seem preoccupied or engage in daydreaming.

Some students and staff may need long-term support. Small support groups established by a counselor may be useful.

**Resources**

CEO School Review and Development Program-

**Policy Review**

This policy is reviewed at least once each five years in line with current registration practice. The policy may be reviewed more often than this according to need and educational trends. The policy should also be reviewed after the need for crisis management.
Sample Letter One - to Parents/Guardians

To inform them of the death of a student from the school.

Dear Parent(s)/Guardian(s)

Earlier this week/yesterday/today, a student/group of students was/were involved in an accident, which ended in tragedy. (Provide details of incident). A student/group of students was/were killed. (Name and Year Level of each student.)

You may be concerned about your child's reaction to the incident over the next few weeks. Your child's behaviour may be different from normal. Each person experiences and copes with grief and trauma in different ways and intensities.

To help your child during this time, the school has arranged for additional counselling at the school. Your child may like to talk with a Counsellor or our Parish Priest.

Some reactions your child may experience are:
Denial – disbelief, shock, sadness
Anger – directed towards God or displaced into other people.
Bargaining – hoping the person will return, if they fulfil certain promises.
Depression – needing to be alone more often than usual, realising the person is not coming back.

As much as possible normal school routines will be maintained.

If you have any concerns, please do not hesitate to contact a counsellor or myself. Our school counsellor’s name is ____________ and he/she is employed by CatholicCare, Archdiocese of Canberra and Goulburn. They can be contacted on 6162 6104.

In dealing with death, we need to remember and cherish the value and dignity of life. Please pray for _____ that he/she/they will be at peace with God, and that ____’s family will be comforted and strengthened by the love of God and the community.

Yours sincerely

Helen Cumie
Principal

NB  Paragraph one, different wording would need to be considered in the case of a murder/death due to sickness/suicide.
Sample Letter Two - to Parents/Guardians

To inform them of a disaster

Dear Parent(s)/Guardian

Due to a ......................... (mention disaster), the students had to evacuate the school building(s) today. Unfortunately, extensive damage was done to the school.

Fortunately no student has been injured. However, you may find your child is experiencing shock/trauma. Some reactions may include:

- stress symptoms
- sickness
- exhaustion
- loss of appetite
- inability to sleep
- being preoccupied.

To help your child during this time, the school has arranged for additional counselling at the school. Counselling services are offered to our students through CatholicCare, Archdiocese of Canberra and Goulburn. They can be contacted via the school on 6258 3592 or directly on 6162 6104.

As a result of this disaster the school will be closed until (mention date), in order that the full extent of damage can be assessed and to ensure the building is safe for the students’ return.

Yours sincerely

Helen Currie
Principal
St John the Apostle  
United in Love, Truth and Courage  

Critical Events Policy

Rationale

Schools may be involved in tragic and/or traumatic events whether directly or indirectly. A critical event may involve loss of life, serious injury or emotional disturbance. Critical events may include fire, bomb threat and/or siege situation. The incident may occur within the school environment or outside. St John the Apostle School provides a safe and nurturing environment but recognizes that at times, critical events may occur that need to be dealt with in a manner which is caring and sensitive.

Aims

The St John the Apostle Critical Events Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal or school threat, and that exposure to danger and possible risk of harm are minimised.

Agreed Practice

St John the Apostle School provides a safe and nurturing environment. There are a number of protocols and procedures in place to help in dealing with a critical event. These are as follows:

- All staff and relief personnel are to be familiar with the school protocols.
- ‘Evacuation Plans’ and ‘Lock Down Plans’ are to be updated on a yearly basis and drills practised on a regular basis.
- Some of the drills shall be conducted during lunch and recess periods, or at other times when a significant number of the students are gathered, but not in the classroom.
- A Fire Warden will be appointed each year and are to be provided with appropriate in servicing.
- An Occupational, Health and Safety Officer will be appointed each year. Appropriate training will be provided. The OH&S Officer will meet with the Principal on a regular basis to discuss issues that may impact on the safety of the school community.
Keeping Our School Safe

• Issues that are considered unsafe will be reported to the CEO Maintenance Branch in a timely manner. Some maintenance issues may be attended to by the school's janitor.

• Evacuation Maps and Evacuation Procedures are to be prominently displayed in all classrooms and offices, the Hall, Library, Computer Room, Tuck shop and the Staffroom.

Critical Incidents vary in complexity. This policy provides a framework for action however some events could be unique and not necessarily covered within this document.

In the case of evacuation being necessary the following shall be adhered to as much as practicable:

• Staff are to move children calmly and quietly to the school ovals via the designated routes.
• Staff are to check designated areas on their way out of the building. There are two assembly points; one on the oval and one on the infant's playground.
• In some instances, the designated assembly areas may be deemed unsuitable. The teachers on duty will gather children at a safe place within their duty area. As teachers arrive at the new assembly points, children will go with their teachers to a safe place.
• In the case of evacuation, windows and doors where possible must be closed but not locked, lights turned off and class roll collected. Class lists are kept in the Office, Computer Room, Library, Music Room, Chapel and Multi-purpose Room.
• If the critical event is outside the building, e.g. fire, children need to assemble in the school hall. Teachers on duty may be the first people to become aware of a critical situation. They need to send a warning to the office/staff area and begin to assemble children in a safe place before accompanying students to the school hall or if necessary to St Francis Xavier High School. Entry into the hall should occur using the same entry as for the Focus Assemblies.
• In the case of having to move to St Francis Xavier High School, the teacher in charge for each assembly point will determine the safest route away from the critical incident to the School Crossing on Barnard Circuit.
• When teachers have accounted for all the students in their class, they raise their hand, holding their class roll to indicate all are present. Children are then directed to sit down. If a student is missing, the Teacher in Charge for each assembly point is notified. The Teacher in Charge makes contact via Walkie-Talkies with the Fire Warden located at the front of the school.
• Students, staff, parents and visitors are to remain in position until they are notified of an 'all clear' by police, fire and/or emergency manager, principal or designee.
In the case of a ‘Lock Down’ being necessary the following shall be adhered to as much as practicable:

- The person witnessing the incident must try to notify the school office to raise the alarm. The office staff member receiving the incident call will notify the Principal or AP. In the event that they are both out of the school, either the REC and/or Coordinators are to be informed of the incident immediately.
- The Principal and/or the person-in-charge at the time of the incident will determine the need for a ‘Lock Down’ and sound the appropriate alarm.
- The School electric bell will sound with intermittent 5 second (on/off) bursts for a continuous one minute period – preceded by an announcement over the PA system. The Person in Charge will sound the bell and will make the announcement.
- The announcement will state the following:
  “This is a LOCK DOWN”
  “This is not a fire drill”
  “Everyone is to stay in the room, remain seated and to keep calm and quiet.”

- Students and Staff will remain in their Classroom, Computer Room, or Library and make safe efforts to close and lock the classroom doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain under their desks/ down low, out of sight during this lock down period. Staff will require access to their keys at all times.
- Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
- If the ‘Lock Down Alarm’ is sounded before or after school, during recess or lunch time or during early bus time students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
- The Principal and/or person in charge will telephone Police and/or relevant essential service organisations and liaise/follow instructions as directed by these essential service organisations.
- Released staff are to head to the front of the school to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so.
- Teachers are to remain with their class and mark the roll immediately. Any absences will need to be reported to the School Office Staff if it is safe to do so.
- Should it be necessary to move out of rooms or away from the school, instructions will be communicated via the PA system, telephones or personally by the Person in Charge.
- All staff, students and/or visitors are to remain in the locked room until the ‘ALL CLEAR’ is given over the PA system.
- Children who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. If in the toilets, children should remain in the toilets and close doors if it is safe to do so. An appropriate
adult will check the toilets as soon as possible and escort any children to a
safe place.

- The ‘ALL CLEAR’ announcement will be communicated by the Person in
  Charge only via the PA system, followed by the sounding of the School
electric bell with intermittent 5 second (on/off) bursts for a continuous one
minute period. The ‘ALL CLEAR’ announcement will state the following:
  “The LOCK DOWN has now ended.”
  “Everyone is to move in an orderly manner to the blacktop.”
  “Line up in classes and sit silently.”

For both evacuations and lock downs the school executive will investigate
the incident and implement an evaluation in accordance with the Crisis
Management Policy.

Resources

CEO Fire Drill and Bomb Evacuation Policy-
http://www.ceo.cangoul.catholic.edu.au/policies/fire_drill.htm

CEO School Buildings- Health and Safety Policy_
m

CEO School Review and Development Program-
eed_practice_08.pdf

Policy Review

This policy is reviewed at least once each five years in line with current
registration practice. The policy may be reviewed more often than this
according to need and educational trends. The policy should also be
reviewed after any critical event.
St John the Apostle School
United in Love, Truth and Courage

Harassment Policy

Specifically highlighting Racial Harassment, Sexual Harassment, Workplace Harassment and Bullying Behaviours.

Rationale

St John the Apostle School fosters a climate of fairness, respect and safety. Diversity is not only accepted and tolerated but also welcomed, valued and celebrated. All staff, students, parents and visitors are able to participate and achieve in the full range of school programs and activities. It is expected that adults model appropriate communication as well as care and respect for each other at all times. Schools free of harassment are safe, happy and positive learning environments.

St John the Apostle School rejects harassment in all its forms. It is committed to structures, policies and practices that are free from harassment and contribute positively to the culture of the school. St John the Apostle Primary School is also committed to educating employees and students about the unacceptable nature of various forms of harassment and bullying behaviours.

Aims

The aims of St John the Apostle’s Harassment Policy are to:
- assist in the maintenance of an environment for students and staff that is free from harassment, discrimination and bullying.
- inform members of the community what harassment is and what they can do should they encounter or observe it.
- ensure that allegations will be promptly, thoroughly, and impartially addressed.

Agreed Practice

Student to Student Harassment

- Any incident involving student to student harassment will be reported to the school Principal. When they receive a complaint they will listen,
accept, legitimise, empathise and plan action. They will adopt a spirit of conciliation rather than confrontation, but ensure that the alleged harasser understands the unacceptable nature of harassment.

- Students’ recollection of events are recorded, as well as the outcome of the reconciliation process and consequences or action taken.
- Parents will be informed and involved as necessary.
- School behaviour management procedures will be utilised where appropriate.
- The restoration to normal of the learning environment will be facilitated as soon as possible.
- The rights of all those involved will be respected and confidentiality maintained.
- Alleged criminal offences must be referred directly to the CEO and/or the ACT Police ph 131 444.
- Students may like to also contact the Human Rights Office ph 6207 0576, their immediate teacher or another member of staff.
- Note mandatory reporting requirements.
- School policies and practices will be revised regularly.
- Follow-up of students involved in serious incidents is essential. This may also involve regular monitoring for a period of time after the first reported incident.

Employee to Employee Harassment

Staff will nominate a colleague to act as Workplace Harassment Contact Officer for the school year.

The role of a Contact Officer in a school is very specific. Contact Officers should:
- Volunteer to do the job.
- Reflect the diversity of the staff within the school.
- Have appropriate knowledge and skills.
- Take discrimination and harassment seriously.
- Empathise with staff experiencing difficulties.
- Publicise their role.
- Provide completely confidential one-to-one support to complainants or alleged discriminators by providing information about available options.
- Assist all staff to understand their rights and responsibilities.

Contact Officers should not:
- Support more than one party to a complaint.
- Make judgements.
- Sympathise.
- Give advice.
- Make decisions for the people they are supporting.
- Investigate or attempt to resolve a complaint.
- Advocate or represent individuals.
• In the first instance staff members may seek help and advice from the school’s Workplace Harassment Contact Officer, CEO Contact Officers, the Head of Human Resources Division at the CEO, or their Union to provide information and assistance in making a complaint.

• Individuals may make a formal complaint, verbally or in writing, to their Workplace Harassment Contact Officer, the School Principal or the Head of Human Resources at the CEO who will ensure timeliness, confidentiality, fairness and protection from victimisation in responding to the complaint. Individuals may also lodge a complaint with the Commonwealth Human Rights and Equal Opportunity Commission, ACT Human Rights Office.

• Persons who are the subject of a complaint must be fully informed of the allegations against them. This includes knowing who has made the complaint and whom the offending actions have been towards.

• Persons who are the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence.

• The allegations should be properly investigated, all parties heard and relevant submissions considered.

• Irrelevant matters should not be taken into account.

• Persons who make an allegation cannot be involved in determining the outcome.

• The decision maker must act fairly and without bias.

• It is important that the confidentiality of all parties to the complaint, i.e. complainant, respondent, witnesses and complaint handlers is maintained.

• Final responsibility for ensuring that these requirements are met rests with the Director of the Catholic Education Office.

Definitions

Bullying, harassment and discrimination can occur between students, between a student and an adult or between adults. It is acknowledged that harassment is a form of discrimination and that certain forms of harassment are unlawful. All reports of harassment will be treated seriously and investigated promptly, confidentially and impartially. It is also acknowledged that inaction may also amount to an implicit authorisation or encouragement of discrimination or harassment. This means that a teacher or principal who ‘turns a blind eye’ to discrimination or forms of harassment by offenders may be liable on the basis of authorising or assisting discrimination.

Bullying, harassment and discrimination includes a wide range of unwelcome and unsolicited behaviours that are largely defined by the offended person. Bullying, harassment and discrimination can be defined as the repeated less favourable treatment of a person in the workplace, which may be considered an unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates an employee, possibly in front of others and can involve employees/managers, contractors, visitors, parents or caregivers.
These behaviours include:

- Belittling opinions or unconstructive criticism either verbally or in a non-verbal form.
- Isolating an employee from normal work.
- Denying opportunities for interactions, training and development, or career opportunities.
- Undermining work performance, deliberately withholding work-related information or resources.
- Overwork, unnecessary pressure or impossible deadlines.
- Unexplained job changes, meaningless tasks, underwork, task beyond a person’s skill and failure to give credit where credit is due.
- Teasing or regularly being made the brunt of pranks or practical jokes.
- Displaying written or pictorial material or sending emails that degrade or offend.
- Unreasonable administrative sanctions.
- Yelling, screaming, abuse, offensive language, insults, inappropriate comments about a person’s appearance, lifestyle, slandering an employee or his/her family.

**Racism** refers to any belief, attitude, behaviour, or practice, which reflects an assumption, stated or implied, of superiority of one cultural group over another. It is expressed through prejudice or discrimination and may take various forms. It can be overt or covert and directed against individuals or groups. Racism can also be institutionalised into policies, practices and structures. Racism is directed towards individuals or groups on the basis of their colour, race, descent, nationality and/or ethnicity. It can be based on actual or supposed features of body, culture, language, religion, history, or other attributes.

**Sexual Harassment** is not about sexual attention but rather power relationships. A person subjects another person to sexual harassment if he/she makes an unwelcome sexual advance, makes an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature. It is also necessary that the recipient reasonably feels offended, humiliated, or intimidated by the unwelcome conduct. In broad terms, sexual harassment in schools can be distinguished into four broad categories;

- Gender based (jokes regarding the other person’s gender).
- Sexual based (sexually orientated teasing or joking, ogling or leering, gestures, displaying sexually graphic material).
- Sexuality based (homophobic comments and or behaviour).
- Criminal based (rape, sexual assault, obscene phone calls, text messages).
Resources

Sex Discrimination Act 1984 (Commonwealth)
Discrimination Act 1991 (ACT)
CEO Sexual Harassment Policy:
CEO Equal Opportunity (ACT) Policy:
CEO Disability Discrimination Policy:

Policy Review

This policy is reviewed at least once each five years in line with current registration practice. The policy may be reviewed more often than this according to need and educational trends.
St John the Apostle
United in Love, Truth and Courage

Occupational Health & Safety Policy

Rationale

St John the Apostle School is committed to providing a working environment that protects the health, safety and welfare of all students, staff and members of the community who use school facilities or grounds. This policy supports and contributes to the aim of the Catholic Education Office to ensure that Archdiocesan Education Workplaces are safe and healthy.

The ACT Occupational Health and Safety Act of 1989 lays down requirements that must be met at places of work. These requirements mean that employers and employees have a legal responsibility to meet certain standards of health, safety and welfare.

OH & S Designated Work Group

St John the Apostle School has one Designated Work Group. For 2010 the Designated Work Group comprises:

Mr John Downie (Health and Safety Representative)
Mr Colin Sneesby

Dealing with Issues

The OH&S Representative will:

• Encourage consultation with staff members on matters relating to OH&S.
• Respond to requests from members of staff.
• Provide requests for action to the Principal in writing.
• In the case of an emergency or immediate threat to employees’ health and safety, inform the Principal who will take immediate steps to rectify the situation.
• If the advice from the Principal is unacceptable to the OH & S Representative or should seven days lapse without a response from the Principal, direct the matter to the Director of the Catholic Education Office through the Principal Employment Relations Officer.
• Contact ACT Work Cover should no action be taken to remedy defects.
The Principal will:
- Ensure that staff are informed of the OH&S policy.
- Assist school staff with the election of a member of staff to be the OH&S representative.
- Undertake consultation with members of staff on OH&S matters.
- Communicate OH&S matters to the Principal Employment Relations Officer.
- Respond to requests from OH&S workplace representatives and committee members.

The Staff will:
- To the extent of his/her control or influence over working conditions and methods, accept responsibility for working safely and rendering the work area safe.
- Make proper use of all appropriate safeguards, safety devices and personal protective equipment.
- Follow agreed safe working practices and rules.

Please Note:
Issues that involve minor repairs or maintenance are to be written down and passed on to the school janitor who will then inform the appropriate trades people should he/she be unable to rectify the problem.

Policy Review

The St John the Apostle Occupational Health & Safety Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.
Rationale

Road crashes are a major cause of accidental death of young children and adolescents throughout Australia.

Road safety is a community responsibility. The school as part of the community has an important role to play in developing a sequential program and a sound Road Safety Policy. Schools have a major responsibility for the education of students. Education can be an effective means of influencing the development of positive attitudes and safe behaviors in children and adolescents.

Our Road Safety Policy will address the development of knowledge, skills, attitudes and values, relating to road use.

The following table represents the percentage of road traffic accidents as causes of death in New South Wales for children and adolescents aged 5-20.

<table>
<thead>
<tr>
<th>AGE</th>
<th>% OF ACCIDENTAL DEATHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-9</td>
<td>51%</td>
</tr>
<tr>
<td>10-14</td>
<td>65%</td>
</tr>
<tr>
<td>15-19</td>
<td>87%</td>
</tr>
</tbody>
</table>

These age groups account for the highest percentage of deaths on roads. Young people in the 17-20 year old age group are over represented in road crashes and the pedestrians at most risk are children and adolescents 5-20 year olds and the 70 plus age group. Through a quality education program the school community can work to reduce road trauma.

Aims

St John the Apostle Primary School aims to provide a quality Road Safety Education Program that develops responsible road use and attitudes of
behaviour, which will contribute to the reduction of road casualties. Those who drive vehicles onto school property and who drive or walk students to excursions are seen as in need of regular reminders about Road Safety issues.

The planning and delivery of Road Safety Education at St John the Apostle Primary will take the following decisions into account:

- The PD/H/PE Curriculum and other Key Learning Areas are sources of outcomes appropriate to children’s development.
- That visits by Australian Federal Police/Action Buses to classes to reinforce Road Safety procedures can supplement the teaching of Road Safety.
- That teachers need to follow a sequential program to develop a school wide perspective of Road Safety strategies.
- That provision is made for the inclusion of specific Road Safety events in the school calendar e.g. Bike Week, Walk to School Day, etc.
- The inclusion of Road Safety issues in the portfolio of the PD/H/PE Coordinator.
- That in-servicing of parents, prior to their transporting children on excursions be carried out.
- That inspection/photocopying of current licenses and car registration is carried out each time parents and caregivers transport students for a school related outing.
- That Road Safety Programs should include educating students as:
  - Pedestrians.
  - Passengers in cars as well as on buses.
  - Cyclists.

School Management Procedures

Procedures to support this policy include:

- Articles in the School Newsletter to remind parents about traffic issues, especially those involved in dropping off and picking up students.
- Setting of school boundaries to ensure that children are not playing near roads.
- Procedures that ensure that students are safe while waiting to be picked up after school, for example parents who park in the car park must leave their car and collect children from the waiting area.
- Rules are in place so that students riding bikes and or scooters walk their bikes off the school playground. Children need to be reminded about Road Safety rules and regularly reminded of the need for cyclists to wear bicycle helmets. Children without helmets will be taken to the office and parents rung asking them to collect children.
- Teachers are rostered to be on duty after school to walk children across the school crossing, supervise students onto buses, and supervise the collection of bicycles from the bike cage and to supervise children waiting to be picked up in the car park area.
- Teachers on these duties need to model appropriate Road Safety strategies.
• Regular review of school’s Bus Policy, Road Safety Policy and Excursion/Camp Policy.

**Other Relevant Documents**

Excursion policy
PDHPE curriculum
CEO Road Safety Policy

**Policy Review**

This policy will be reviewed as part of the school’s five-year review cycle, or whenever a significant change in bus operations occurs, or after every significant related incident.
<table>
<thead>
<tr>
<th>MANAGER ISSUES</th>
<th>OPERATIONAL PROCEDURES IN PLACE</th>
<th>MANAGER ISSUES REQUIREMENTS</th>
</tr>
</thead>
</table>
| Within the School Boundary  
- Setting of school boundary | Setting of school boundaries to ensure that children are not playing near roads.  
- Teachers asked to remind children of boundaries on a yearly basis.  
- Teachers monitor boundaries while on duty. | School boundaries regularly reviewed.  
- Teachers prompted to remind children about boundaries through Principal’s weekly communication.  
- Teachers placed on duty to ensure that all school boundaries are in view. |
| Outside the School Boundary  
- Parent delivery and collection of students | Parents who park in the car park must leave their car and collect children from the waiting area.  
- Teachers are rostered to be on duty after school to supervise children waiting to be picked up in the car park area. | Procedures that ensure that students are safe while waiting to be picked up after school are regularly reviewed. |
|                      | Rules are in place so that students riding bikes and or scooters walk their bikes off the school playground.  
- Teachers are rostered to be on duty after school to supervise the collection of bicycles from the bike cage. | Children need to be reminded about Road Safety rules and regularly reminded cyclists to wear bicycle helmets. Children without helmets will be taken to the office and parents rung asking them to collect children. |
|                      | Teachers are rostered to be on duty after school to supervise students across the pedestrian crossing and onto buses.  
- Teachers on these duties need to model appropriate Road Safety strategies. | Teachers rostered on duty after school to ensure supervision of pedestrian crossing and bus zone. |
|                      | All deliveries made during class time where possible. Canteen deliveries- delivery trucks park at bike cage, trolleys are pushed down path, down corridors and to canteen. All other deliveries made to the front office so children are not near trucks etc. | Those making deliveries are regularly reminded of procedures. |
|                      | Risk assessments filled out for all excursions. Children | |
**School Sport/Excursions**
- travel to and from venues
- travel during excursion time

**Procedures to support our Road Safety Policy include:**

- Reminded about bus/train safety as part of this process.
- In-service of parents, prior to their transporting children on excursions be carried out.
- Inspection/photocopying of current licenses is carried out by school secretary, prior to transporting students (see Excursion Policy).
- Articles in the School Newsletter to remind parents about traffic issues, especially those involved in dropping off and picking up students.
- Regular review of school's Bus Policy, Road Safety Policy and Excursion/Camp Policy.
<table>
<thead>
<tr>
<th>Year Group</th>
<th>Subject Area</th>
<th>Unit Title</th>
<th>Road Safety Focus (bicycle, passenger, pedestrian, bus, other events e.g. Bike week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>PDHPE</td>
<td>Kenny Koala Visit and Workbook</td>
<td>Carsafety-seatbelts, crossing roads, car parks, bicycle/helmets, safe places to cross.</td>
</tr>
<tr>
<td>Year One</td>
<td>PDHPE</td>
<td>How Do I Keep Myself Healthy and Safe?</td>
<td>Carsafety-seatbelts, crossing roads, car parks, bicycle/helmets, safe places to cross. Safe behavior in a car - Seatbelts, in &amp; out of a car noise, etc. Rules for the road - Crossing roads safely in car parks, driveways etc.</td>
</tr>
<tr>
<td>Year Two</td>
<td>PDHPE</td>
<td>Stand Alone Unit Street Sense (Usually Term 3)</td>
<td>Safe behavior in a car - Seatbelts, in &amp; out of a car noise, etc. Rules for the road - Crossing roads safely in car parks, driveways etc.</td>
</tr>
<tr>
<td>Year Three</td>
<td>Integrated Unit-Choices/ Rules SOSE</td>
<td>How Do Rules Help Us Make Choices?</td>
<td>Bike Safety - Helmets, safe places to ride.</td>
</tr>
<tr>
<td>Year Four</td>
<td>PDHPE</td>
<td>Visit to the Traffic Centre. Safety and Bikes. Safety in using the Action Bus Service.</td>
<td>Pedestrian safety i.e. where is it safe to cross the road and how. Use of bikes - Road safety and bikes. - Visit to the Traffic Centre for practical experience.</td>
</tr>
<tr>
<td>Year Five</td>
<td>PDHPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Year Six</td>
<td>PDHPE</td>
<td>Kenny Koala Visit and Workbook</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kenny Koala Visit and Workbook</td>
<td></td>
</tr>
</tbody>
</table>

**Bus safety**
- Being safe as a passenger.
- Waiting for the bus.
- Rules.
- Behavior, conducting yourself as a passenger, emergency and being bullied.

Focus on responsible decision making.

Focus on responsible decision making.
Rationale

The health and safety of staff, students, parents and visitors is of utmost importance. The school has a duty and a concern to protect children while they are in our care. The Sharps Policy recognises that people from the wider community may leave harmful material on the school premises. Protocols have been put in place to deal with such items.

Agreed Practice

In an effort to ensure that staff, students and visitors are safe, teachers will:

- Discuss with students the danger of needles.
- Remind students of protocols if they find such items.
  - Remind students that they must not pick up such items.
  - Remind students that they must report findings to teacher on duty.
- Isolate items and send for assistance.
- If sharps are found on or around the school premises, the relevant authority will be contacted to have items removed.

Phone number to contact relevant authority for the safe disposal of sharps: 132281

The St John the Apostle Sharps Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.
Rationale

St John the Apostle School encourages members of its community to see themselves as having been made in the image of God. As such we are encouraged to show respect for our bodies and care for ourselves as best as possible. Being aware of SunSmart practices is part of this commitment. Research shows that Australia has the highest incidence of skin cancer in the world. Over-exposure to the sun’s ultraviolet radiation (UVR) during early childhood and adolescence is known to be a major cause of skin cancer later in life, including melanoma. Skin cancer is preventable. Sunburn and eye damage are also caused by over exposure to the sun. Effective sun protection during the school years will reduce one’s life-long risk of developing skin cancer later.

Aims

Our policy is in line with the Cancer Council’s SunSmart Policy. It attempts to ensure that students and staff are protected from the long-term harmful effects caused by over-exposure to solar ultraviolet rays. The policy aims to:

• Increase student and community awareness of skin cancer.
• Adopt practical skin protection measures.
• Develop strategies to encourage responsible decision making about skin protection.
• Work towards increasing the areas of shade available to students and staff.
• Encourage students and staff to adopt a combination of the 5 sun protection measures outdoors when UV levels reach 3 and above.
• Ensure that parents are informed of the school’s SunSmart Policy.

Agreed Practice

This SunSmart policy will be implemented each year from the beginning of August through to the end of May when daily UV levels reach 3 and above in Canberra for part of or most of the day and are strong enough to damage unprotected skin.
Extra care should be taken when outdoor between 10am and 2pm, this includes minimizing time outdoors as much as practically possible between 11am and 3pm during the daylight saving period of the year.

A combination of the 5 sun protection measures will be considered when planning ALL outdoor activities and events when UV levels reach 3 and above.

At St John the Apostle School, we agree to the following strategies and practices:

- Students wear legionnaire or broad-brimmed or a bucket style hat outside when UV levels reach 3 and above (e.g. before school, recess, lunch, sport, excursions etc).
- Students wearing sunglasses are encouraged to play safely.
- Students not wearing hats are required to play under the verandah, the pergola or other shaded areas.
- Staff and visitors to the school are encouraged to model positive sun safe practices and attitudes.
- Recess and lunch are forty minutes duration to break down the length of outside periods, this particular care keeping in mind UV levels are at their peak between 10am and 3pm.
- During June and July only, sun protection behaviour is not generally required in Canberra due to low UV levels. This is to help reduce the risk of Vitamin D deficiency in the ACT. Advice will be sought from the Cancer Council to establish the timing of this each year.
- Teachers endeavour to hold sports sessions in the morning.
- Students are reminded at carnivals, camps and excursions to cover up and to reapply SPF 30+ sunscreen. It is mandatory for students to wear a rash vest or equivalent when participating in outdoor swimming activities, not including races at swimming carnivals.
- Sun protection and skin cancer prevention programs are included in the PD Health & PE Curriculum.
- The Community Council continues working towards increasing and/or maintaining shade in the school grounds, particularly in courtyards and other areas where students congregate.
- Reinforce the SunSmart message on a regular basis at assemblies and in the newsletter.
- Staff and teachers are aware of their OH&S responsibilities and duties of care. Occupation UV Exposure is a serious OH&S hazard.

Our SunSmart policy will focus on the appropriate ELAS where the SunSmart message can be included.

ELA 3 The student makes considered decisions.
ELA 12 The student takes action to promote health.
ELA 14 The student manages self and relationships.
Resources

Cancer Council ACT has a number of SunSmart resources available for loan/purchase/download. Videos/DVDS include:

- **Sam Smart Gets SunSmart – 2000**, Australian Cancer Society, 15mins. Suitable for middle primary.

Other resources include:

- **Kidskin for Early Primary School (2009)**
- **Kidskin for Middle primary School (2008)**
- **SunSmart Countdown song and activities (2009)** Download only
- **Cancer Council ACT and Cancel Council ACT library are located at:**
  - 5 Richmond Ave
  - Fairbairn
  - ACT 2609
  - [http://www.actcancer.org](http://www.actcancer.org)

Policy Review

As a member of the National SunSmart Schools Program our school has agreed to submit its sun protection policy to be reviewed every three 3 years. The school will update its policy accordingly. This will ensure our policy meets the highest possible standards and our school maintains its national SunSmart status.
St John the Apostle
United in Love, Truth and Courage

Visitors Policy

Rationale

St John the Apostle Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of the students, staff and visitors themselves.

Aims

The St John the Apostle Visitors Policy aims to:
• Provide a safe and secure environment for our students, staff and resources.
• Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Agreed Practice

At St John the Apostle School we actively encourage an inviting and open school. The following agreed practice is designed to ensure that the safety of our students, staff and resources remain our highest priorities.
• Visitors are defined as all people other than staff members, students and parents/caregivers involved in the task of delivering or collecting children at the start or end of the school day.
• All visitors will be required to report to the front office prior to undertaking any activity within the school, where they will be required to sign a “Visitors’ Book” and will be assigned a “Visitor’s Badge” which they must wear at all times within the school. Visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors book.
• The secretary will contact the appropriate staff member of the visitor’s arrival.
• All visitors should have completed a Prohibited Employment Declaration form.
• Visitors will be provided with directions, and will be made aware of any construction work, for example, that may impact upon their safety or comfort.
• The above mentioned process for managing and monitoring visitors will be regularly published in the weekly Newsletter, and will appear at the front office entrance.
• The Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
• The school’s Critical Events Policy will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and appropriately catered for.

Parent Helpers

Many parents and caregivers assist and support classroom programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. There is also a large group of parents and caregivers who volunteer their time to work in the school canteen and library as well as in other areas of the school.
• Parents and caregivers must sign in at the front office.
• They will need to indicate that they have completed a Prohibited Employment Declaration form.

Special School Events

There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur, for example, at school assemblies and special whole school events such as whole school masses and the school fete. On these occasions visitors are not required to sign in and out.

For school assemblies visitors are requested to move directly to the hall. If parents wish to be present at focus assemblies they do not have to sign in and out but must sign in if they choose to remain at school after the assembly.

At St John the Apostle School we understand that there can be occasions when parents wish to communicate with their child’s teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the morning bell. For any matters of a more serious
nature they are best to make an appointment to see their child’s teacher and visit the school at a mutually convenient time.

If parents have any issue with a student other than their own child they are not to approach individual students while on the school grounds. They must make an appointment to see their child’s teacher, the Assistant Principal or Principal about the matter in the first place.

Staff and students should be aware of the St John the Apostle school’s visitors’ policy and should direct all visitors to the school office if they have not signed in.

Parents accompanying students on excursions must wear a visitor’s badge or identification and have completed a Prohibited Employment Declaration form.

Resources

CEO Visitors Policy-

Policy Review

This policy is reviewed at least once each five years in line with current registration practice. The policy may be reviewed more often than this according to need and educational trends.
Rationale

St John the Apostle Primary School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school.

Aims

The aim of St John the Apostle Primary School’s Mobile Phone Policy is to encourage the appropriate use of mobile phones and ensure the privacy of community members.

Agreed Practice

Staff

- Teachers in charge of all excursions and trips involving students must ensure the school’s mobile phones or similar appropriate communications devices accompany each trip.
- The executive staff member on relief will take care of the school mobile phone and liaise with other teachers about the use of the mobile phone by teachers on excursions.
- Staff returning the mobile phone are responsible for ensuring that it is recharged.

Students

- St John the Apostle School strongly discourages students from bringing personal electronic media equipment of any kind to school.
- It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this policy.
- St John the Apostle School provides communication access for students to parents in the case of emergencies. Parents are encouraged to contact...
the school if they need to communicate with their child during school hours.

- No responsibility is accepted by St John the Apostle School in the event of the loss, theft or damage of any device.
- While on excursions students are not to use the school’s mobile phones without permission directly from a teacher.
- Students who bring personal mobile phones to school must hand them into the front office before the school day commences and collect them from the front office after the final bell.
- It is the responsibility of students to collect their phones on their way home.
- Parent sign a permission note if their students bring mobile phones to school (see attached).
- Mobile phones are not to be taken on school excursions or overnight camps.
- The principal may revoke a student’s privilege of bringing mobile phones to school.

**Policy Review**
This policy is reviewed at least once each five years in line with current registration practice. The policy may be reviewed more often than this according to need and educational trends.

**Mobile Phone Permission Form**

**Student's Name**: ____________________

**Class**: ________________ has permission to have a mobile phone at school. The phone is to be handed in at the office each morning.

**Mobile Phone Number**: ________________

**Parents Signature**: ________________
Rationale

At St John’s we recognise the dignity of each person as made in the likeness of a loving God. We are committed to the health, safety and well being of the students in our care. There are times when a student may need to be restrained in order to ensure their safety or the safety of other students and staff. This policy provides staff with some guidelines around the safe and effective restraint of students when this is deemed to be necessary.

Purpose

This policy is designed to provide staff with a clear understanding of the acceptable degree of restraint that may be employed with students in their care.

Policy

Use of physical restraint in the school context is only acceptable in situations where there is an immediate risk of harm to the student requiring restraint or to others.
In certain circumstances, restraining a student to protect property may be appropriate as an intervention of last resort.
Staff must be mindful that such situations can often occur spontaneously and sometimes in an emotionally charged environment, so it is important that expectations and parameters of behaviour are clearly understood.

Definitions

Reasonable
Action which is fair, practical and sensible in a given set of circumstances.
**Restraint**
Limiting or controlling movement.

**Procedures**

Should it be necessary to employ restraint, it must be the absolute minimum requirement to achieve a state of control where alternative means can be employed to further modify the situation.

To avoid the occurrence of situations where restraint might be necessary, every effort at risk minimisation must be made through vigilant supervision and practical environmental design.

Staff are accountable for any use of physical restraint that is used with students or others in the school community.

Behaviour management plans, written in consultation with parents/caregivers, should provide guidance to staff members when managing the behaviour of students who are prone to hostile or violent behaviour.

Staff members must consider the characteristics of the individual student requiring restraint and the circumstances surrounding the behaviour before using any force to restrain a student. Staff members should, whenever possible, seek the assistance of other staff members before restraining a student.

A staff member is not required to put himself or herself into a situation where his or her personal safety may be at risk in order to restrain a student. If a staff member judges that he or she is not physically capable of intervening to restrain a student who is in imminent of harming himself, herself or another person that staff member should seek help immediately.

**Policy Review**

The St John the Apostle Restraint of Students Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.