SAFETY AND SECURITY POLICY

Rationale:
The safety and security of all students is of paramount importance at Mary Immaculate School.

Implementation:

• Students will go with a partner anytime they leave the classroom during school time.

• Displan is in place with regular emergency evacuation drills.

• Visitors to the school must sign in and wear badges and their working with children licence. Deliveries must report to the office.

• All access points to the school must be locked by 9.15 am with the exception of the front entrance.

• Vigilant supervision must take place during yard duty periods.

• Attendance roll must be marked twice a day.

• Students are signed in and out of school for late or early dismissals.

• School must be notified when a student is absent.

• The intercom system is used for regular communication.

• Emergency teachers are notified of students with special needs/ medical requirements. Information is stored in teachers’ work programs.

• Action plans must be displayed in the classrooms and in the first aid room for students with special medical requirements and first aid boxes must be easily accessible.

• Specialist teachers will escort students to and from classrooms.

Evaluation:
The Safety and Security policy will be reviewed annually.

June, 2015.