



MARIAN SCHOOL BOARD OF TRUSTEES

SCHOOL SAFE PRACTICE POLICY

PURPOSE

Children have the right to be taught and cared for in a safe environment. Staff/visitors have a responsibility to act in a professional manner at all times.

POLICY

1. Every effort will be made to ensure that children are not left alone with an adult. When this is necessary, (i.e. for tutoring, at the sick bay) doors will be left open.
2. Physical contact will only be allowed when a child is in danger to him/herself or to others or is injured. On these occasions a second adult will be called for immediately.
3. When a child goes to the office, the principal, or to another room, consideration should be given to sending a second child. This includes visits to the dental nurse and parish building.
4. Staff should be discouraged from all unnecessary touching of children. Discretion is to be used when it may be necessary to aid children.
5. Children changing for Physical Education or swimming deserve privacy and as a general rule will not require assistance. If required assistance will be given by staff and support parents. Boys and girls will change in separate locations.
6. Children requiring toileting assistance will receive assistance from approved persons only and a letter of consent will be required from parents or caregivers. When children soil their pants parents will be called to help clean the child if the child is unable to cope.
7. Staff will act in 'loco parentis' at all times and will exercise judgement as any parent would in respect to the wellbeing of their child. If an unusual situation arises then the staff member will act in accord with that proviso and they record in writing the reason for action, what was carried out, and the consequences. All written reports will be held by the Principal.
8. The Keeping Ourselves Safe Programme will be taught every second year throughout the school except Team One, where it is taught annually. From time to time classes should be reminded of the action that can be taken if they feel uncomfortable about a particular situation.
9. When children are interviewed there should either be another adult present or in near proximity. Wherever feasible, doors should remain open.
10. On occasions when children need to be transported by staff every effort should be made to have a third person in the car. If ambulance transportation is required, an adult known to the child will accompany them. If the child is injured then a second adult is a requirement.

REVIEW

This policy will be reviewed by the Staff Management team triennially.

APPROVED 15 June 2004

Board of Trustees Chairperson: