GUIDELINES FOR THE PERSONAL SAFETY OF STUDENTS

AT ST ALOYSIUS CATHOLIC COLLEGE

RATIONALE

St Aloysius Catholic College is committed to ensuring the safety of students. The College recognises that the physical well-being of all people at the College, staff, students, volunteers and visitors, is our responsibility. These measures and arrangements are adopted to ensure the personal safety of students enrolled at St Aloysius Catholic College.

Students Undertaking Errands

Requesting a student to do an errand is a necessary, acceptable and sometimes unavoidable part of school life. The College recognises that an errand can be a useful learning activity for a student.

The College will ensure that:

1. An errand is performed only when there is a legitimate purpose or reason for the errand.
2. Students will not be sent on errands outside College grounds.
3. A student chosen for a particular errand is appropriate and capable of performing that errand safely.
4. Before being sent on an errand, the student understands the nature of the errand.
5. Measures are put in place to protect the student doing the errand, other students, staff members and visitors to the College from foreseeable risks of injury that could result from doing the errand.

Students Leaving the College Grounds

1. Students are not to leave the College premises or grounds during the school day unless accompanied by a responsible adult.
2. Students leaving for necessary appointments must be collected from their classroom/homeroom or the College Office by a responsible adult. If the adult is not the student’s parent or guardian, the class teacher/homeroom teacher must be notified in writing in advance.
3. All students leaving during the school day must be signed out at the College Office.
4. When a student is collected to leave the College, the responsible adult will be given a ‘STUDENT RELEASE FORM’ at the College Office to sign. This form will be given to the class teacher indicating that the Office staff and the class teacher are informed of the student leaving the College.
5. In other extraordinary circumstances, students are only to leave the College during the school day with the permission of the Principal.

6. Students returning to the College and to classrooms/homerooms must be signed in at the College Office.

7. In cases of illness or emergency, an injured or ill student will be accompanied to the College Office, where the necessary arrangements will be made by College Office Staff to contact parents/guardians and/or emergency contact persons for the student to be collected and taken home. Every reasonable attempt will be made to contact parents/guardians/emergency contact persons. Students are not to make direct contact via phone or text message to parents/guardians to ask them to come to school to collect them.

8. If the parents/guardians/emergency contact persons are unable to be contacted or are unable to collect an ill or injured student, the Principal/Campus Director may drive the student home or give authorisation to a nominated member of staff to do so.

9. In the case of a more serious injury or illness that requires immediate or emergency attention, the student will be transported directly to the nearest hospital by ambulance.

**Morning Arrival of Students**

It is expected that students would arrive at school between 8.15am and 8.25am. Of course, we acknowledge that some students will be late because of the late arrival of buses. However, we do expect all other students to be at school by 8.30am.

At the Kingston Campus, if students arrive prior to 8.25am, they are expected to sit on the seats outside the classroom which is closest to the Staffroom, until 8.25am at which time they proceed to their classrooms. Supervision by staff commences at 8.25am, when playground duty commences and classrooms are opened by teachers. Students are expected to arrive well before classes commence at 8.40am.

At the Huntingfield Campus, students who arrive early proceed to their designated Learning Centre. Grade 5 & 6 classes commence at 8.45am. Grade 7 – 10 classes commence at 8.30am.

If for a pressing family reason a student has to arrive at school prior to the specified time, parents/guardians are requested to inform the Principal in writing of the student’s arrival time and the reason for the early arrival.

If a student is to arrive later than 8.45am, it is expected that the parents/guardians will make contact either by telephone or in writing to inform the Office staff or class teacher/homeroom teacher of the student’s late arrival.

If students arrive later than 8.45am, it is expected that they will sign in at the College Office before proceeding to their classrooms/homerooms.

**Exiting College Grounds at the End of the School Day**

1. Parents/guardians are requested to collect their children at the specified close of the school day i.e. Kindergarten at 2.40pm; Prep – Grade 4 at 2.55pm; Huntingfield Campus at 3.10pm.

2. If, for an unusual or emergency reason parents/guardians will be late in arriving to collect their children, they are requested to telephone the College Office to inform of their expected arrival time.

3. Students, who are waiting to be collected after 3.15pm, will be sent to the College Office from where their parents/guardians will collect them.

4. Because of duty of care requirements, students are not to play on school grounds or play equipment after school unless under the supervision of their parents/guardians or
staff at the After School Care facility. Students are expected to immediately exit the grounds with their parents/guardians, wait in the bus lines to catch their appropriate buses, or walk home.

This policy and associated practices will be reviewed as part of the St Aloysius Catholic College policy review cycle.

Implemented: February 2009
Amended: April 2012.