Safety and security in all schools is of paramount importance. As teachers we are acting *in loco parentis* (ie in place of the parents) and we must always take this role seriously. Following are some of the major areas of concern although this list is not exhaustive.

**School Uniform**

This statement supports the school uniform policy with emphasis on the following areas:
- As teachers we are all aware of our duty of care, and correct school uniform enhances our ability to implement the Child Protection Act. Students not wearing appropriate school uniform may be asked to change.
- Students should be asked to remove any unsafe clothing or jewellery etc.
- Shoes should be enclosed and have leather uppers - these have been chosen as they satisfy the OH&S requirements for work within D&T areas. Students not wearing acceptable clothing and footwear cannot participate in practical activities.

**Safety in the classroom, buildings and playground**

All students must conduct themselves in a safe manner that ensures the safety of the individual and the school population as a whole. All dangerous incidents should be reported and recorded, with consequences implemented, to help avoid recurrence of the problem.

**Playground and out of bounds**

During recess and lunch the playground is patrolled by teachers on Playground Duty. The areas that are out of bounds at these times have been clearly outlined to all students and staff. Students should be directed away from these areas by staff. In the interest of the student’s safety out of bounds rules will be enforced and appropriate action taken to stop repeat offences.

**Scooters, skate boards and bikes**

Our students and staff must always feel safe with the environs of the school and the following measures will be enforced to ensure the safety of all students and staff - both riders and pedestrians:
- In support of the NSW Police Regulations any student riding a pushbike, skateboard, scooter etc to school must wear a suitable crash helmet or stack hat.
- None of the above is to be ridden within the school grounds at any time.
- Any student riding in a dangerous manner, riding without a stack hat or riding within the school grounds may have their equipment impounded until a parent/guardian can collect it. The student will also forfeit the right to ride to or from school for a period of time to be determined by the principal (or her delegate).
- If a student brings a skateboard, scooter or pushbike to school it must be stored in the designated area and its security will not be the responsibility of the school.
**Student's Motor Vehicles.**

- All drivers, and passengers, of motor vehicles must first obtain written permission from a parent or guardian, and written permission from the school, BEFORE the vehicle is brought to school.
- No motor vehicles (e.g. motorbikes and cars) are to be brought into the school grounds by a student, unless under the Principal’s instruction.
- Students must **not** park in the staff parking areas.
- All drivers of vehicles must obey all of the NSW Police Regulations and must always be mindful of the safety of others (i.e. passengers and pedestrians).
- No vehicle is to be driven during school hours unless with the Principal’s permission.
- All beaches of the above safety code should be appropriately reported and recorded ASAP.

**Student's personal items**

The safety of student’s personal items like mobile phones, and walkmans, is not the responsibility of the school and should not be brought to school except under special circumstances. These may be confiscated when they are considered to be interfering with the safety or learning of others.

**Chemical safety**

In conjunction with the Chemical Safety Policy the following should be noted and enforced:
- No chemical should be brought onto the school grounds but any student unless at the direct request of a teacher.
- Pressure pack cans e.g. deodorants, should not be sprayed in the classroom, directly at other students or in confined spaces. Many people react adversely to these chemicals and asthma attacks can easily be triggered by them.
- No student is to take another student’s medication as allergic reactions could occur.
- Likewise, no student is to offer another student his/her personal medication.
- No student is to bring, or distribute, banned substances within the school environs.
- All staff should be familiar with the school’s Chemical Safety Policy and rigorously ensure its implementation.

**Signage**

In dangerous, or potentially dangerous, areas suitable signage MUST be displayed.

**Building security**

- At the end of each lesson teachers must ensure that windows and doors are locked. Staff should be the last to leave the room.
- Staff must ensure the safe keeping of all keys in their possession.
- No student is to be in possession of any school keys unless under direct and close supervision of a teacher e.g. unlocking a door for a teacher with arms full of books.
- Don’t leave equipment lying about. When it is no longer required return it to the appropriate place.