

	<p>PARADE COLLEGE</p>
<p>POLICY:</p>	<p>SAFETY POLICY</p>

PREAMBLE

Parade College aims to provide a safe and comfortable working environment for its staff and students and encourage them to think and act in consideration of their own well-being and that of other members of the College Community. It does not cover matters appropriately covered by other policies, such as the Pastoral Care, Bullying, OH&S, First Aid and Medications, Harassment etc.

PRINCIPLES

1. The College aims to encourage staff and students to take responsibility for their own safety and well-being in all the usual instructional and social settings of College life.
2. While the College believes that secondary students should enjoy an appropriate measure of personal freedom, there are certain aspects of College life where safety issues are absolute.
3. Certain items of clothing or equipment are essential for some activities; and others may be deemed highly desirable. Students without the necessary clothing may be prevented from joining in an activity.
4. Parents/Guardians have an obligation as the primary educators to support the College in promoting responsible behaviour in matters of safety and personal well-being.

GUIDELINES

1. **SPORTS** Besides cooperating with all reasonable instructions of coaches, team managers, and umpires/referees, students must provide their own protective clothing beyond the approved sports uniform, and any personal training aids and medication. The College does not supply sports trainers and preventative strapping etc. needs to be supplied by individual students. The College will provide protective helmets where these are deemed appropriate by the coach, and students directed to wear helmets must do so. Students should wear mouthguards during all contact sports. The ACC Sports Handbook includes requirements for safety in sports including provisions for extreme weather conditions.
2. **TRAVEL** The College recommends that all students travelling by bicycle on or off the property to wear an approved bicycle helmet. Bicycle riders and students driving cars are expected to abide by all traffic laws on and off the property and students driving cars will seek the appropriate permission of the Assistant Principal (Student Welfare) and agree to certain conditions laid down by him / her.
3. **SUN PROTECTION** It is the responsibility of parents/guardians to provide students with suitable protective material against sun burn. The staff can only remind students to apply sun-block etc before outdoor activities. Students are encouraged to wear the

College cap at any time outdoors, and may be requested to bring other head-gear for special functions.

4. **WATER SAFETY** The College provides suitable supervision for water-based activities. Students are expected to be aware of any rules for safety at swimming pools or in outdoor education settings, as outlined by supervising staff.
5. **SMOKING** Smoking is prohibited to students on the College property and on the way to and from school. The College counsellors will assist persons with programs to cure addictive habits. Smoking is banned to all people in all College buildings, including all entrances, porches, verandahs and covered walkways. cf Smoking Policy Appendix. Smoking is strictly prohibited in any College vehicle and any of the buses which service the College for student access.
6. **PROTECTIVE CLOTHING** Students are required to wear protective eye-wear, and ear protection and hair nets as necessary, during nominated practical classes such as Science and Technology. Students are required to wear protective aprons in classes such as Art and Technology. In all class settings, students are to observe regulations made by the teacher to ensure their safety and good order. Separate policies given the safe handling and storage of dangerous equipment and materials.
The College requires students to wear particular types of shoes with College uniform and College PE Uniform in order to ensure that they have adequate protection in specialist rooms such as Science Labs, Food Technology areas, sports classes and in the yard at recess and lunchtimes. The College also prohibits the wearing of jewellery associated with facial and ear piercings, necklaces and wrist bands for safety and hygiene reasons.
7. **PUBLIC TRANSPORT** Students are required to board buses in an orderly fashion and to exercise due safety at bus stops and stations. They are required to comply with all reasonable directions from public transport staff and supervising teachers and monitors. All students are expected to adhere to the Code of Conduct for Buses Protocol.
8. **GROUNDS** Students must keep clear of areas designated from time to time as out-of-bounds. Students are strictly forbidden to climb on any tree, wall or roof or to throw stones or other objects. Speed limits are to be observed and parking is to be only in designated places.

IMPLEMENTATION

1. Protective goggles and aprons are included on book lists and are available through the Uniform Shop.
2. Students attending Outdoor Education camps will be given a list of required clothing and equipment well in advance of the camp. For water-based activities, students are encouraged to bring a wet-suit.
3. Suitable events for less able swimmers are included in College carnivals.
4. Students are not permitted to bring to school or be in possession of any kind of weapon or knife.
5. Each year the College appoints a senior person as Bus Coordinator to follow up problems advised or noted and maintains rosters of teacher supervision of bus boarding etc.
6. A Health and Safety Officer is nominated annually and concerns should be brought to the attention of this person or the Leadership Team.
7. The Outdoor Education staff are responsible for water and general safety at any off-site camps.

8. The provision of First Aid is treated in the *First Aid and Medications Policy*.
9. While a fenced area is available to students for the storage of bicycles, it is the student's responsibility to securely lock his own bicycle. This is at the student's own risk and the College insurance does not cover personal items. Likewise, staff park their cars on the property entirely at their own risk.
10. Staff and volunteer helpers must look to their own safety in matters where they could be liable to legal action resulting from unprofessional conduct. Staff must be acutely aware of the necessary professional "boundaries" and check with an appropriate person in cases of doubt. See "Maintaining Professional Boundaries" below.
11. The College provides details of uniform requirements and regulations in the interests of students' personal safety. These items are updated from time to time, as is necessary to ensure the safety of students in classrooms and on the College grounds.

MAINTAINING PROFESSIONAL BOUNDARIES

The following protocol is published for staff to help prevent certain problematic situations arising, but the list is not complete and due caution and common sense should always be exercised. It should be read in conjunction with the VIT's *The Victorian Teaching Profession Code of Conduct*.

- a. Staff will ensure that advice given to students is accurate and appropriate. Staff must be extremely circumspect with personal advice and accurate with advice on careers, subjects, etc. Brief notes of significant interactions with parents/guardians and students ought to be kept.
- b. Staff will avoid being alone in a closed room or office with a student and staff should not ordinarily drive students in a private vehicle.
- c. Staff will avoid any unnecessary or unwarranted physical contact with a student.
- d. Staff will neither indulge in nor allow students to indulge in potentially offensive humour or language which is over-familiar, racist, or deprecatory of others.
- e. Staff will not ordinarily visit a student at the student's home and will never invite a student to a staff member's house, except where an appropriate relationship exists.
- f. Staff will neither attend nor promote student functions not having the express sanction of the College, especially where under-age drinking or illicit drug use may take place. This includes "after-parties" of any kind and any gatherings in public houses etc. regardless of the age of the students. Staff should also exercise due care in accepting invitations from recent past students in this regard.
- g. Staff who are aware of another staff member wittingly or unwittingly breaching professional boundaries have a pastoral obligation to warn the person directly. If they are uncomfortable or unsure of how to do this, they should bring the matter to the attention of the appropriate POL Holder, Director, Assistant Principal or Principal. If the matter is serious, it should be brought to the attention of an Assistant Principal or Principal.
- h. Staff will act with appropriate discretion when supervising around change-rooms etc. and in the practice of First Aid.
- i. Staff conducting investigations will respect the privacy of the individual and will never conduct a body search. Where lockers and bags are searched a witness should always be present.

- j. Staff will treat the possessions of students with care and return assessed work and confiscated items appropriately.
- k. Staff must exercise prudence in the use of social networking sites and are advised not to email present or recent past students as “friends” or correspondents.
- l. Under no circumstances should staff agree to counsel a student, or agree to confidentiality in any discussion with a student. This may place the staff member in a difficult position if the student divulges information which leads the staff member to form a belief that the student is at risk of harm to himself or harm from others (ref Mandatory Reporting Policy, Counselling Policy). The College provides trained psychologists for counselling purposes and staff should refer students to counsellors in these instances.
- m. All social networking sites such as Facebook, My Space, Twitter etc., are blocked internally.

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