



RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- Our inner city and largely accessible site imposes on staff and pupils the extra responsibility of vigilance in relation to the potential danger of strangers entering the school grounds.

PURPOSES:

- To ensure that pupils are instructed in appropriate speaking to strangers.
- To ensure pupils are warned against accompanying, or accepting rides home with, other than designated adults.
- To ensure pupils are encouraged to look immediately for staff support in the event of any unusual situation occurring.

GUIDELINES:

- All visitors to the School should report to the Office or Principal, to sign in and receive an identification badge.
- Signs should be erected and maintained to facilitate direction of visitors.
- Any person who is unknown to duty or other staff and is seen entering the grounds must be approached.
- Where there are special instructions about access for parents, these are conveyed to the staff at the earliest possible moment.
- Highlighted notes about special access will be attached to the front of pupil records in the class file.
- Should staff be told that any pupil has not reached home or expected destination after school, the staff member must contact:
 - The school secretary for access to contact details
 - AND the Principal (at home if necessary)
 - OR the Deputy principal.
 - The person contacted must deal with the situation until it is resolved or passed to the Police.
 - A report of action taken must be written and given to the Principal.
- For absences, parents are asked to contact the school as early as possible in the morning to advise of absences, which information will be recorded and conveyed to staff.
- Unrecorded absences will be followed up as they occur and detail noted in writing.
- The Principal is to be advised by parents of all appointments during school hours. These will be noted and conveyed to staff.
- When parents require children for appointments they are asked to call at the school office to arrange for the child to be collected from the classroom by a member of the school staff. A written record is kept in the Absence book.
- Requests for permission for pupils to go out for lunch with their parents/guardians are to be made to the Principal, and a record kept.
- All itinerant music teachers keep registers of pupil teaching periods.
- Parents or designated caregiver are responsible for signing out pupils when they are collected from After School Care.
- Where children are to be collected by someone other than their parent/guardian, notification needs to be given to the School Office.
- Security of pupils to and from the Bus Exchange is the responsibility of parents/guardians and the school office should be notified of regular bus travellers.

CONCLUSION:

St. Michael's Church School has a responsibility to ensure that all pupils are accounted for at all times during the school day.

Policy reviewed and approved by Board 16/2/2012

Policy reviewed and approved by School Staff 15/3/2012