SAN REMO PRIMARY SCHOOL

OUTSIDE SCHOOL HOURS CARE PROGRAM POLICY

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San Remo Primary School O.S.H.C. program aims to provide a quality care and recreation program for the primary school aged children, parents and the local community. Programs are designed with working families in mind, ensuring that they can continue in their work environment without concerns about the safety and care of their children.

Staff are supported to provide fun activities, appropriate and inclusive to all ages and needs, in a supervised, safe and encouraging environment. The programs provided will meet the diverse needs of families in the local community. San Remo Primary School supports a family centred approach where families are considered, respected and reflected in the O.S.H.C Program.

1. ACCESS TO CARE

POLICY

The program should be equally accessible to all children attending San Remo Primary School.

PROCEDURES

1.1) Priority of access

Where the demand for placement exceeds supply, priority must be given to children who hold a permanent booking whose parents are in the workforce, are actively seeking employment or who are undertaking training. Beyond this, consideration should be given to siblings attending San Remo Primary School, younger children before older children and children of parents with disabilities or special needs. Also too, children of teaching staff of the school should these children attend another school.

1.2) Hours of Operation for Child Care

Before school       Monday to Friday  7:00am-8:45am
After school        Monday to Friday  3.30pm-6.00pm
End of term         School dismissal time to 6.00pm
Pupil Free Days     9.00am–6.00pm
Vacation care       8:00am – 6:00pm

These hours may be altered according to need.

1.3) Enrolments

All children must be enrolled prior to using the program.

Enrolment records will include:
- Name, address and date of birth
- Parent/guardian/care’s name, address and phone number at work and home.
- Relevant medical details and name, address and phone number of doctor.
- Relevant custody details. Copy of Sole Custody Orders to be supplied to the program is
applicable.
- Details of people authorized to collect children from the program.
- Name, address and phone numbers of persons who may be contacted in an emergency.
- Written authorisation to seek emergency medical, hospital and ambulance service or chosen alternative.
- Any special needs or considerations relating to the child.
- Permission for PG movies & photos to be used on display in the school.

No child is to leave the program unattended unless written consent is given by the parent/guardian/carer.

1.4) Bookings

Permanent bookings constitute regular use of the program and may be full time or part time. Details of proposed use should be confirmed prior to the commencement of each term.

Casual bookings constitute irregular use and bookings should be made at least 24 hours before the session is required. If this is not possible, bookings will be accepted on the day of the session required if positions are available.

Bookings can be made by arrangement with the Co-ordinator of the program, at the school office or by telephone.

1.5) Booking cancellations

It is the parents/guardians responsibility to notify the program Co-ordinator if a booking is to be cancelled. 24 hours notice should be given, although before 3.00pm on the day of the booking will be accepted.

In the event of a child who is booked into the program not attending, the Co-ordinator must inform the Principal at 3.45pm, who will make every attempt possible to contact the parent/guardian.

1.6) Emergency Placement

In the event that a parent/guardian/carer is unexpectedly delayed, the child will be placed in the Out of School Hours care Program.

School staff will try to contact the parent/guardian/carer and if this is not possible all relevant contact information should be passed on to the program co-ordinator. All children in the school should be enrolled in the Outside School Hours Care Program as part of the schools Emergency ChildCare procedures.

1.7) Basis for Denial of Access to Care

Parents should be informed that their failure to abide by these policies might result in their child/ren being excluded from the program.
- Unacceptable behaviour of the child in the program
- Fee arrears
- Infectious disease
- Constant late pick up.

Further, a child may be denied access if there are no places available.
2 FEES

POLICY

The Outside School Hours Care Program is not run for profit. Fees are determined accordingly.

PROCEDURES

2.1) Fee Scale

The School Council has the responsibility for setting the fee scale. Extra fees charged for special parts of the program (eg Excursions, treats) are through prior arrangement with parents.

The factors that determine the fee scale are:

- Pick up times (before 4.00pm or after 4.00pm) for After School Care
- Drop off times for Before School Care.
- A daily fee for Vacation Care.
- Eligibility to child care assistance

The fees are to be charged on a “per session” basis, with no reduction for regular users.

A reduced fee (child care assistance is available to all families through Centrelink.)

2.2) Fee Collection

Fees may be payable on a fortnightly basis, in arrears to the co-ordinator. They may be paid either by cash or cheque.

Receipts can be issued for all fees paid.

Accounts will be sent by the co-ordinator in respect of fees that fall more than two weeks in arrears.

The only bodies with power to waive arrears in fees are the Outside School Hours Care Program Management Committee and the School Council.

2.3) Fees for Late Pick-ups

A staff member must be retained in the program whilst children remain uncollected. An extra fee will be charges of ‘$1 per minute per family’ for children picked up after 6.00pm.

3. CHILDREN’S PROGRAM

POLICY

The program should provide a ‘Home away from Home’ atmosphere. It should cater for the age range, gender and individual needs of the children.

PROCEDURES

3.1) Program

The program will be planned by the co-ordinator and discussed daily with the children. A collection of reference books and activities will be planned to suit boys and girls from grade prep to grade 6.

Activities will be planned with regard to the weather. Active and passive, indoor and outdoor
options whenever possible should be offered daily.
A quiet area will be available to children for homework and reading purposes.
School Council approval must be given for any Outside School Hours Care excursions. The use of
TV and DVD will be at the co-ordinators discretion.
Children are encouraged to suggest their favourite activities, which are used in the afternoon
program.
Children are encouraged to celebrate cultural diversity:
  o Birthdays, Easter, Christmas; Mother’s Day, Father’s Day and other specified days.

3.2) Equipment

Equipment/toys are to be maintained in a good condition and adequate storage is to be provided for
the purpose.
The purchase of equipment/toys is to be approved by the Management committee.

3.3) Food

Nutritious snacks shall be provided in the Outside School Hours Care program every afternoon.

3.4) Behaviour Management

Student behaviour will comply with the expectations of the Outside School Hours Care Program
Behaviour Management Policy, the same policy used by San Remo Primary School.
(See Appendix F)

4. HEALTH AND SAFETY

POLICY
The health and safety of all children and staff underpins the program.

PROCEDURES
4.1) Emergencies

A telephone must be available and operational at all times. There is access to cordless and mobile
telephones for outside activities.
Emergency evacuation procedures consistent with the displan policy adopted by the facility should
be practiced at least once per term. Staff should have a copy of the emergency procedures. (See
Appendix A.)
Emergency plans can be seen on display for children, staff and parents to familiarise themselves
with procedures. It is recommended parents go through these procedures with their children.

4.2) Building and Equipment

The venue, grounds and equipment are to be maintained in a safe, clean and hygienic condition and
in good repair at all times.

4.3) Ill or Injured Children

The injured or ill child is kept under supervision and the illness/injury managed appropriately until
recovery, or the parent/guardian/carer takes charge of the child, at the same time maintaining full supervision of all other children, or an emergency staff member is called to assist.

It the child requires immediate medical attention all reasonable effort must be made to secure the appropriate medical care.

In the case of the need for medication to be administered, with out prior consent of the parent/guardian/carer, consent should be secured from a medical practitioner. The accident/illness register must be completed and signed by the parent, and the staff member involved in the incident, on the day.

4.4) First Aid

One staff member on duty should be currently qualified in First Aid.

A fully equipped First Aid Kit must be maintained in an efficient order at all times.

4.5) Infectious disease- Children and Staff

Children/staff who have or have been in contact with an infectious disease shall be subject to the exclusion practices outlined by the Commonwealth and State Government Legislation.

Where information is provided about the occurrence of an infectious disease within the program, that information shall be made available to other parent/guardian/carers in a manner that is not prejudicial of the child or the staff.

4.6) Medication

A medication register is to be completed and signed each time medication is administered. Prior written consent to medication must be obtained from parents/guardian/carer.

4.7) Staff Conduct

No smoking, alcohol, illegal drugs. No staff member shall attend the program under the influence of alcohol or drugs and may not smoke in the presence of the children or in the buildings used by the program.

Detailed records of staff members are to be kept secure and confidential on the premises. These records are to include name, address, home phone number, emergency contact name and number and doctors name and number.

Illness or injury is to be managed promptly whilst full supervision of all children in the program is maintained. If the staff member requires medical attention, reasonable effort should be made to contact emergency contacts and all reasonable effort should be made to secure the appropriate medical care.

Children are shown procedures throughout the year for in case a staff member is injured.

Should a staff member need to leave the program, all reasonable effort should be made to secure additional relief staff to ensure the correct staff ratio is maintained.

4.8) Child Maltreatment

The rules and regulations governing Mandatory Reporting shall be observed.

4.9) Supervision

There shall be a maximum of 15 children to 1 staff member at all times. No child is to be without supervision. All children must be within full view of a member of staff at all times.
Medications, toxic fluids or poisonous substances to be kept out of reach of all children using the program.

All activities children undertake are to be safe and appropriate to the capabilities and interests of the child.

Arrangements need to be made regarding children with special needs and that is the responsibility of the parent.

The person collecting the child from the program must be authorised to do so. The person collecting the child must sign the attendance register before the child leaves the program. Particular care should be taken with children with sole custody orders.

4.10) Sun Protection

The sun safe policy adopted by San Remo Primary School is to be adopted by the Outside School Hours Care Program. (See Appendix B).

4.11) Hygiene

All staff members and children using the program are to observe strict hygiene practices to minimise the risk of cross infection.

All food provided in the program is to be as fresh as possible, of good quality and to be stored appropriately. Food is to handled, stored and prepared hygienically. All areas where food is prepared must be kept from contamination and kitchen sink area must be confined to the preparation of food and the washing of dishes used in the presentation of food.

4.12) Privacy

The Privacy Policy adopted by the San Remo Primary School is to be adopted by the Outside School Hours Care Program. (See Appendix C).

4.13) Critical Incidents

The Critical Incidents Policy of the San Remo Primary School is adopted by the Outside School Hours Care Program. (See Appendix D.)

4.14) Consultation

See (Appendix E.)

5 SECURITY POLICY

The safety of children attending the program is paramount at all times.

PROCEDURES

5.1) Safety

All Staff are to have a current police check.

Policies and procedures as per Directorate of Education requirements are to be met and followed. Children are to be in pairs when not under direct supervision.

The door to the Outside School Hours Care room is to be locked when the teachers, cleaner and
principal have left the school. Parents will need to knock on the door and be identified before being let in.

Coordinators must lock the program doors when children are engaged in inside activities and/or after 5:00pm weekdays. The entrance to the program must allow the coordinator to identify any visitors to the program.

6 WORKING WITH FAMILIES

POLICY

The program will foster open two-way communication with a view to enhancing the ‘Home Away From Home’ atmosphere for each child.

6.1) Communication

All users of the program will be given an information book containing relevant Outside School Hours Care Program policies and procedures.

Updates on the program will be regularly printed in the school newsletter.

Formal and informal feedback from users of the program will be sought.

Every effort will be made to communicate to parents with children of Non-English speaking background.

6.2) Involvement

Parents may be involved by assisting staff, supervising activities and/or providing suggestions for activities for the program.

Parents do not have authority to intervene in disputes between children in the program.

Any concerns about the day to day operation of the program should be reported to the staff who will take appropriate action.

Issues of grave or serious concern should be referred to the Management Committee.

7 STAFFING

PROCEDURES

7.1) Staff: Child Ratios

- There shall be a maximum of 15 children to one staff member.
- There shall be a maximum of 8 children to one carer for excursions.
- There shall be a maximum of 5 children to one carer for swimming.

7.2) Employment of new staff

Positions are to be advertised to attract a reasonable number of suitable applicants. Job descriptions are to be provided to all applicants.

A panel of 3 or 4 will be established by School Council to oversee the selection process.
The most suitable applicant for the job will be determined solely on merit.

7.3) **Fair and Supportive Basis of Employment**

The Management Committee will ensure fair and supportive basis for employment by:

- Developing supportive relationships with staff which encourage mutual understanding and respect.
- Being available to discuss the problems or difficulties staff members may experience.
- Ensuring access to staff development programs.
- Providing access to resources through membership of Community ChildCare and other appropriate organisations.

7.4) **Emergency Staff**

A list of emergency staff is to be held by the co-ordinator and management committee. Every attempt should be made to establish the suitability of emergency staff before employment.

The list of emergency staff should be updated regularly and approved by School Council. Names should be recorded in the minutes.

7.5) **Payment of wages**

Wages are to be paid in accordance with the day Childcare Workers Award. Wages are paid every Friday fortnight by cheque.

7.6) **Accountability system**

Staff is employed by School Council, which has ultimate responsibility for the program. School Council delegates operation procedures to a sub-committee, the Management Committee.

This Management Committee makes recommendations to School Council, but does not have the authority to make decisions affecting the program. School Council makes these alone.

The school Principal does not have authority in the program, except when acting as a member, or under the direction of School Council.

7.7) **Complaints about staff**

Any complaint about staff will be investigated without bias and respecting anonymity of the complaint with a satisfactory resolution sought. Complaints may be directed to the School Council or management Committee. Staff will be informed immediately the Management Committee decides to act on a complaint.

All complaints should be submitted in writing preferably by the complainant or by a Management Committee member and the complainant. The person making the complaint should be informed of the outcome of any investigation. Substantiated complaints are to be recorded on the staff member’s file and Grievance Procedures implemented.

7.8) **Grievance Procedures**

These are to be in accordance with the appropriate award. They are to be instigated by School Council where safety and well being of the children or program is believed to be at risk.

7.9) **Termination of Employment**

Employment may be terminated at any time by mutual agreement. At least two weeks’ notice is
required. Staff shall be dismissed if the outcome of Grievance Procedures so recommends.

8 MANAGEMENT

POLICY

The Outside School Hours Care Program shall be managed efficiently and effectively, within government operational guidelines. It shall respect the rights of the children, parents and staff associated with it.

PROCEDURES

8.1) School Council Management Committee Relationship

School Council sponsors, runs and has overall responsibility for the management of the Outside School Hours Care Program. The Management Committee, a sub-committee of School Council is established annually following School Council elections. Continuity of membership of this sub-committee is desirable. Membership of the Management Committee ideally would include at least one School Council member, the Principal and two parents of children who use the program.

8.2) Role & Responsibilities of the Management Committee

- Prepare the Annual Outside School Hours Program report for the School Council and users of the program.
- Conduct an Annual General Meeting in March each year.
- Prepare monitoring quarterly and audit reports as required.
- Ensure effectiveness of the program.
- Ensure that this policy is implemented and adhered to.
- Receive and act upon the co-ordinator’s report at each ordinary Management Committee meeting.
- Report on the operation of the program to each School Council Meeting.

8.3) Role & Responsibility of Staff

- Maintain records as required.
- Report any problems to the management Committee through the co-ordinator’s report.
- Serious matters are to be reported to the Management Committee convenor or the Principal as a matter of urgency.

9 ADMINISTRATION

POLICY

The program will be administered effectively and responsibly to ensure good financial control in compliance with the Service Agreement.

PROCEDURES
9.1) Holding Monies

Monies will be banked at least weekly, including fees paid in advance. Money will be handed in to the school bursar for banking in the school’s official account. A receipt will be issued to the co-ordinator.

Prior to banking, all money, including petty cash, will be held in a secure place under the control of the co-ordinator.

Petty cash, up to the limit set from time to time by the School Council, will be controlled and accounted for by the co-ordinator.

9.2) Administrative Records

Daily records of each child’s attendance and time of pick up, and weekly records of fees incurred, fees paid and fees outstanding will be kept by the co-ordinator, in a form approved by the Management Committee.

Details of the scale of fee relief and of fees outstanding will be kept confidential, and will only be available to the Outside School Hours Care staff, the Management Committee and School Council.

The co-ordinator will be responsible for compiling childcare assistance reports each term for Centrelink.

The Management Committee will be responsible for compiling the statistical audit reports required by the Office of ChildCare Services.

9.3) Insurance

The Department of education and Training provides public liability insurance cover. School Council does not provide medical insurance cover for children in the program.

9.4) Role & Responsibility of the Principal.

The principal is a member of the Management Committee and has no role beyond this in supervising the staff of the program.

In the day to day operation of the program the Principal is expected to:

- Relay information, queries from parents or staff to or from Management Committee.
- Handle any urgent matters which can not be dealt with by the program’s staff, and which in the principal’s judgement need attention before the next management Committee meeting.

Where the behaviour of a child in the program is of grave concern, the Principal is to be involved in accordance with Section 8 of Policy Guidelines for School Councils Operating Out of School Hours Program.

The principal will ensure that:

- The Management Committee is informed of its reporting and monitoring obligations as communications from funding bodies is received.
- That the treasurer of the program receives records of receipts and payments on request.
- Staff have arrived prior to the commencement of the program, every day
- Organising emergency staff in the case of the Co-ordinator being absent.
Evacuation Procedure

The evacuation alarm can be easily distinguished from the normal bell: it is a distinctive repeating two-tone alarm.
The evacuation alarm is only to be activated by the Principal or other authorised person.
In the event of an alarm failure repeated whistle blasts will signal an evacuation alert.
Immediately an evacuation alert is given the following procedures are to be followed:
a) Teachers are to supervise the orderly exit of all pupils from their classrooms.
b) Avoid panic
c) Collect roll, check that windows and doors are closed if time allows.
d) Co-ordinator to ensure all areas are checked for people.
e) Walk children to the northern end of the basketball court / oval / Rec Centre as directed.
f) Carefully check rolls and account for all children.
g) Remain in designated safe area until “All Clear” is given.

1. WHAT’S IN THE PLAN

The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which emergencies will be managed by the school. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures will have been implemented to reduce the impact of an emergency which occurs.

An emergency includes the following:
- Fatality
- Serious injury/serious assault/sexual assault
- Siege/hostage/disappearance or removal of student
- Firearms/bomb threat
- Collapse/major damage to building or equipment
- Motor vehicle collision/impact with the school
- Fir in school building/bushfire
- Impact by equipment/machinery/aircraft
- Fumes/spill/leak/contamination by hazardous material
- Outbreak of disease

The plan is intended to be flexible. Procedures have been developed which should assist the school manage emergencies ranging in nature and intensity from small-scale localised incidents lasting minutes or hours and which are to be managed by the school, to large-scale incidents which require external assistance and which may last for several days. It identifies roles and responsibilities of staff, students and visitors during an emergency. It describes actions to be followed in the case of specific types of emergencies.

All incidents likely to affect the safety and well-being of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and well-being of all people exposed to the emergency are to be considered at all stages of the emergency.

An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school
may require support to assist the school community to return to normal functioning.

The plan is to be reviewed annually by the School Council Policy committee. In the event of an emergency, the plan is to reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

1 IDENTIFYING RISKS

- Very few natural risks are prevalent: Flood, bushfire, storm hazards are almost non-existent. There is a helipad next to the bowling green and also an airport at Newhaven.

- Because of a very busy highway in close proximity to the school, exposure to transported hazardous chemicals may be a problem.

- The school participates in regular camps and excursion programs to locations which are considerable distances from the school and emergency services. In accordance with Department of education guidelines, the teacher-in-charge of the excursion and the Camps and Excursions Co-Ordinator within the school must be satisfied that the appropriate precautionary safety measures are taken and evaluated before the excursion.

- All local emergency services, ie., Doctor, Fire, S.S.S., and Police are in local proximity. Police and ambulance usually come from the Wonthaggi base (20 minutes) and the S.E.S. and Fire Brigade are local. There is a local doctor and health clinic. The department of Education Displan Co-Ordinator is located in Melbourne (1 ½ hours).

2. CO-ORDINATING THE SCHOOL’S RESPONSE

- Reporting an emergency in the school. The students should report an incident immediately to an adult within the school. Teachers should report an incident immediately to the Principal or office staff. All emergencies are to be reported to the office. The Principal or secretary will report the emergency to the emergency services and to the Regional Office.

- Reporting an emergency at a camp/excursion. An emergency which occurs during a camp/excursion is to be reported by the supervising teacher to the emergency services. The Principal is then to be advised. The Principal will attend if the incident is within an hour’s travelling time from the school. In other cases, the school will ask the Regional Office to send a Department of Education Officer to the incident to assist staff at the scene and to liaise with the school.

- Alerting the school. Students will be alerted by means of a warning siren across the public address system, or if power is unavailable, by the portable public address system (a continuous bell or whistle). An announcement will be made instructing staff and students about action to be taken.

3. ROLES AND RESPONSIBILITIES

- Principal to co-ordinate activity during an emergency. In the absence of the Principal, the Acting Principal, or next most senior teacher will carry out the role of Co-Ordinator. One of these people will be at school at all times.

- Teachers will be directed by the Co-Ordinator during the emergency and should not initiate any action related to the emergency without the Co-Ordinator’s authorisation. This does not prevent a teacher taking action which minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury. Any staff member given a task to complete by the Co-Ordinator must advise the Co-Ordinator when it has been completed.
o The Co-Ordinator is responsible for:
   • Notification of emergency services and the Regional Office
   • Alerting staff and students about the emergency
   • Evacuation of staff, students and visitors, ensuring all appropriate buildings are empty.
   • Provision of resources to manage the emergency
   • Liaison with emergency services
   • Delegation of duties to staff as required
   • Communication with staff, students and parents
   • Maintenance of staff and student welfare.

o Teachers are responsible for the safe and orderly evacuation of students when instructed by the Co-Ordinator to do so. Teachers will ensure that students are accounted for and will check storerooms and toilets as indicated on the classroom emergency action card. The attendance roll, student record cards are to be taken to the evacuation area.

o Turn off all appliances if time permits, including stoves, heaters, pilot lights, light switches and close doors and windows before leaving the classroom.

o Teachers must supervise their students at all times. If directed to another task by the Co-Ordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.

o General office staff will deal with routine inquiries from staff and will assist the Co-Ordinator during an emergency. Office staff will be responsible for general telephone communications including notification of parents at the direction of the co-Ordinator.

4. COMMUNICATIONS: KEEPING IN TOUCH WITH EVERYONE

o A warning siren or whistle blasts will be sounded when there is an emergency to alert the school. An information message broadcast over the public address system or by a runner to individual classrooms will advise students and teachers about action to be taken.

o The general office telephone is only to be used for emergency communications. The school has two telephone lines. The Principal’s telephone is to be used during an emergency by the Co-Ordinator to liaise with emergency services and the Region’s Displan Office. The general office telephone will be used for all other communications. To minimise overloading the school telephone, calls must be restricted and should be brief.

o Student records need to be taken by Office staff if an evacuation of the school is required. Office staff are required to maintain back-up disks of all computer-based information at a location remote from the school. Arrangements will be made with neighbouring schools for temporary use of the computer facilities if the office computer remains inaccessible following an emergency.

o An information centre will be established to communicate with parents who arrive at the school. In the event that the media arrives at the school, they should be directed to the Co-Ordinator.

5. ALL ABOUT EVACUATION

o The Co-Ordinator will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger zone. Teachers should not evacuate unless instructed to do so.

o Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the
Co-Ordinator to perform a task which prevents effective supervision being maintained, it is the teacher’s responsibility to arrange for alternative supervision before engaging in other tasks.

- The Co-Ordinator will specify the type of evacuation required from one of the following:
  - Within the building
  - To another building
  - Within the school ground
  - Beyond the school

- Evacuation within the building may occur when the danger is confined to a section of one wing of the school.

- Evacuation to another building may occur when the danger is confined to one wing of the school.

- Evacuation within the school ground may occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school.

- Evacuation beyond the school may be required if the emergency affects the whole school.

- No student is to leave the school or the evacuation area with a parent or other adult unless authorisation to do so has been issued by the Co-Ordinator.

- Parents attending the school are to be directed to the information centre where a member of staff nominated by the Co-Ordinator will be available to provide information concerning the welfare of students and other information about the emergency. The Co-Ordinator will also designate the area to be established as an information centre.

6. SPECIFIC ACTION PROCEDURES TO DO WHEN THE CRUNCH COMES

- A Displan for each classroom containing procedures to be followed in an emergency is included as an attachment to the plan. Each teacher is responsible for maintaining a current Displan in the classroom and for familiarity with its contents.

- While classrooms are expected to follow general procedures during an emergency, different procedures may need to be followed for particular types of emergencies. These procedures will be included on specific Displan procedures. See 10.1 – 10.14

7. DRILL PROCEDURES

One per term.

7.1 DRILL REVIEW

One per year.

7.2 WARNING SYSTEM

FIRE - Siren / Whistle / Announcement
OTHERS - By announcement if possible

8. SPECIFIC EMERGENCIES

8.1 BOMB THREATS
1. If the threat is received by phone the person receiving the threat should note the time and exact wording of the threat, and should also attempt to ascertain what time the bomb is set to explode, where it is located and any other relevant details.
2. The school should immediately contact the police by dialling 000 and then advise the Office of Emergency management (03) 9589 6266.
3. The incoming line of the threat should be left open, ie. Do not replace the telephone receiver.
4. The Principal may exercise some discretion in assessing the seriousness of a threat following consultation with the police. If there is any possibility of danger appropriate evacuation should be undertaken.

UNDER NO CIRCUMSTANCES CAN THE REGIONAL OFFICE ADVISE PRINCIPALS NOT TO EVACUATE.
5. School evacuations will be according to each School’s DISPLAN. Search procedures will be negotiated between the Principal and the police at the site.

8.2 SERIOUS ACCIDENTS
1. Schools should telephone the local police, ambulance and emergency & security management.
2. Notify Regional Manager.

8.3 HOSTAGE KIDNAPPING
1. Principals are advised to avoid upsetting the assailant in any way, to minimise contact between captors and extraneous pupils, or staff, and to try to maintain telephone contact.
2. The school will:
   a) Notify Police (dial 000)
   b) Notify Emergency & Security Management
   c) Evacuate unaffected classrooms. An evacuation alarm may not be suitable in a hostage situation.

8.4 ATTEMPTED ABDUCTIONS
1. Notify the Police (dial 000) and the Emergency & Security Management.
2. Follow the directions given by the Police.

8.5 FIRE
See Plan for Evacuation of San Remo Primary School for details. Confined or small fires in yard or outbuildings may not warrant evacuation procedures.
1. Do not attempt to fight the fire. Fire extinguishers are only for assistance to get to safety. Your duty is to PREVENT LOSS OF LIFE.
2. Nearest administrator will notify the local fire brigade (dial 000) as soon as alarm is given. Notify Emergency & Security Management.
3. Assembly area – Basketball court / Oval / Rec Centre – as directed by Co-Ordinator as strong wind conditions may make change of venue imperative.
4. Rolls should be checked carefully and the Principal informed of any students or staff unaccounted for.
5. No person should return to the buildings until the “All clear” is given by the Principal or by the Fire Brigade.

8.6 GAS
1. Gas leaks may lead to explosions.

8.7 CHEMICAL SPILLAGE
1. Action regarding chemical spillage can only be taken on advice of appropriate personnel after the type of spillage and the consequences have been carefully evaluated.
2. Because of the diversity of chemicals that could cause damage, appropriate procedures cannot be decided beforehand.

8.8 HIGH WINDS
1. As soon as conditions begin to approach a dangerous level tune to radio or T.V. news bulletins.
3. Ensure that everyone stays indoors.
5. If necessary lie children under desks or tables until storm passes.
6. If the building is obviously about to collapse or disintergrate evacuate the room. Children should be transferred to another building e.g Recreation Centre.
7. No children should be allowed outside unsupervised until the area is found safe and free of debris, power lines, etc.
8. Under no circumstances are children to be sent home or permitted to leave the school grounds unaccompanied during such conditions.

8.9 EXPLOSION
1. Fire drill and evacuation procedures upwind may be necessary.
2. Fire brigade should be alerted immediately;
3. Ambulance and other emergency services as required should be notified including Emergency & Security Management.
4. If injuries are sustained first aid should be given immediately and further medical assistance sought if necessary.
5. Children in particular must be kept under supervision away from explosion area until the “All Clear” is given.

8.10 FLOOD
1. Flooding of drains, gutters and hollows could constitute a danger to children playing outdoors after extremely heavy rainfall.
2. Supervision indoors until taken home under adult supervision is recommended.

8.11 SNIPER ATTACK
Recent anti-school/authority attitudes may lead to a revenge attack on a school.
1. Observe
2. Contact Police & Emergency & Security Management
3. Remain indoors.

8.12 LIGHT PLANE CRASH
1. Crash on buildings - As for explosion.
2. Crash on oval -
   i. Remain indoors
   ii. Contact fire brigade and Emergency & Security Management.
   iii. Assist with first aid.

8.13 EARTHQUAKE.
1. As quickly as possible get all persons under desks, tables or door frames.
2. As soon as the tremor subsides implement appropriate evacuation procedures.
3. Contact police, fire-brigade, S.E.S. and Emergency & Security Management.

8.14 BUSHFIRE
1. As soon as the situation approaches a dangerous level tune to T.V. or radio news bulletins.
3. Children should be moved to one classroom.
4. Windows and doors should be closed.
5. Contact the Fire Brigade and police.
6. If conditions allow, external walls can be wet with hose or buckets, and gutters filled with water.
7. When the fire reaches the school grounds all persons should lie on the floor and cover themselves.
8. Evacuation procedures can be initiated after the fire has passed if necessary.
9. At all times follow the instructions of authorised emergency personnel.

8.15 EVACUATION PROCEDURES.
1. On the alarm signal/continuous whistles blasts, possibly supplemented by broadcast instructions – commence evacuation procedure.
2. Gather the children.
3. Bring attendance rolls.
4. Close windows if possible.
5. Close doors as you clear rooms.
6. Move via nearest doorway to assembly area.
   NO RUNNING – WALK!!
7. Mark rolls. All children are to remain with their groups.
8. Do not allow any person, either child or adult, to return for any items.
9. Co-Ordinator/Administration staff will check toilets and all other areas as part of the move from the buildings.

SPECIAL DUTIES LIST

Principal / Co-Ordinator
Offices, Security room, Staff toilets, Sick bay, Multi-purpose room/After School Care room, Shed, Children’s toilets.
Obtain keys to all buildings.

Secretary
Verify Emergency telephone calls to Police; Fire-Brigade; SES; Ambulance; (000) and Hospital;
Department of Emergency & Security Management
First Aid Kit.

Teachers
Take charge of group they are directly responsible for and follow appropriate evacuation or other procedures.

TELEPHONE NUMBERS

DEPARTMENT OF EDUCATION – EMERGENCIES (03) 9589 6266
FIRE BRIGADE 000
POLICE 000
AMBULANCE 000
HOSPITAL- Wonthaggi (03) 5672 3777
Warley – Cowes (03) 5952 2345
POISONS INFORMATION CENTRE  131126
DOCTOR-  San Remo Medical Centre  (03) 5678 5402
             Bass Coast Medical –Cowes  (03) 5951 1234
             Wonthaggi Medical Centre  (03) 5672 1333
STATE EMERGENCY SERVICES - San Remo  (03) 5678 5775
          San Remo & District Community Health Centre  (03) 5678 5388
             San Remo Pharmacy  (03) 5678 5202

SUMMARY OF PLAN

<table>
<thead>
<tr>
<th>Threat</th>
<th>Likelihood</th>
<th>Probable Warning</th>
<th>Resource Available</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bomb Threat</td>
<td>Unlikely</td>
<td>Nil</td>
<td></td>
<td>Police</td>
</tr>
<tr>
<td>2. Serious accident</td>
<td>Unlikely</td>
<td>Nil</td>
<td></td>
<td>Police, Ambulance</td>
</tr>
<tr>
<td>3. Hostage/kidnapping</td>
<td>Unlikely</td>
<td>Nil</td>
<td></td>
<td>Police</td>
</tr>
<tr>
<td>4. Abduction</td>
<td>Possible</td>
<td>Nil</td>
<td></td>
<td>Police</td>
</tr>
<tr>
<td>5. Fire</td>
<td>Possible</td>
<td>Nil</td>
<td>Extinguishers, hoses, first aid kit</td>
<td>Fire Brigade; Police; SES</td>
</tr>
<tr>
<td>6. Gas</td>
<td>Possible</td>
<td>Nil</td>
<td>Extinguishers, hoses, first aid kit</td>
<td>Fire Brigade; Police; SES</td>
</tr>
<tr>
<td>7. Chemical Spillage</td>
<td>Unlikely</td>
<td>Nil</td>
<td></td>
<td>Police, Fire Brigade</td>
</tr>
<tr>
<td>8. High Winds</td>
<td>Probable</td>
<td>1-6 hours</td>
<td></td>
<td>S.E.S</td>
</tr>
<tr>
<td>9. Explosion</td>
<td>Possible</td>
<td>Nil</td>
<td>Extinguishers, Hoses, first aid kit</td>
<td>Fire Brigade; Police; SES</td>
</tr>
<tr>
<td>10. Flood</td>
<td>Unlikely</td>
<td>1-6 hours</td>
<td></td>
<td>Police</td>
</tr>
<tr>
<td>11. Sniper Attack</td>
<td>Unlikely</td>
<td>Nil</td>
<td></td>
<td>Police</td>
</tr>
<tr>
<td>12. Light Plane/ Helicopter crash</td>
<td>Unlikely</td>
<td>Nil</td>
<td>Fire extinguishers; hoses; first aid kit</td>
<td>Police</td>
</tr>
</tbody>
</table>
FIRE EVACUATION PLAN – Outside School Hours Care Room

1. Evacuate children to basketball court / oval / Rec Centre as directed along safe pathway.
2. Close windows, collect roll.
3. Assemble on oval, check roll, assist as necessary.
REPORT OF AN EMERGENCY
1. **Notify the general office immediately** about an emergency observed by you or your students.
2. **A warning signal will be broadcast** on the public address system or on the portable warning system when an emergency has been reported.
3. **An announcement will follow the warning signal** which will advise staff and students what to do.

EVACUATION
4. **Listen for instructions** to evacuate, whether to close doors and windows, and whether to turn off electrical and gas appliances.
5. **Personally check the storeroom next to your classroom for students.**
6. **Take the attendance roll, and student medication** with you to the evacuation area. Take valuables with you.
7. **Students should take essential protective clothing** with them if evacuation is required. Leave other belongings in the classroom.
8. **Leave the building by the doorway next to the classroom** when instructed to evacuate in a quiet and orderly manner, never run.
9. **Move away from the danger zone at all times when evacuating.** If the shortest route to the evacuation area moves you closer to the danger zone, then take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged.

WHEN SAFELY AWAY FROM THE DANGER ZONE
10. **Mark the attendance roll** and account for all students.
11. **Ensure students remain together in their class group.**
12. **Do not leave students unsupervised.** If instructed by the Co-Ordinator to complete a task, arrange for alternative supervision first.

RELEASE OF STUDENTS TO PARENTS OR OTHER ADULTS
13. **Students are not to be dismissed or released to a parent or other adult** with our the specific authority of the Co-Ordinator.
14. **Record the name of the student, the adult, destination and time of release** if the Co-Ordinator has authorised the release of students.
APPENDIX B. SUNSMART POLICY

PURPOSE:
Our Sun Smart policy has been developed to ensure that all students and staff attending this school are protected from skin damage caused by the harmful exposure to the sun. It is to be implemented throughout the year but with particular emphasis during Terms 1 and 4.

GUIDELINES:
It is intended to:
- Increase student and community awareness of skin cancer and safe practice measures.
- Adopt practical sun protection measures.
- Provide a safe school environment which provides shade for students and staff.
- Encourage students, parents and staff to wear protective clothing, hats and sunscreen during high risk times. This will include excursions, sports and camps.

IMPLEMENTATION
- Sun protection and skin cancer prevention programs will be incorporated into the key learning areas.
- Sport, P.E. and outdoor activities will be timetabled before 11:00 a.m. where possible. This policy will be reflected in the planning of outdoor events including camps, excursions etc.
- Broad-brimmed / legionnaires hats will be worn between 11:00 and 3:00 during Terms 1 and 4. Children without appropriate hats will be restricted to covered areas and will be given a 'Notice of Concern'.
- Sunscreen SPF 30+ and protective clothing will be encouraged.
- A choice of shaded areas will be provided for children.

EVALUATION
- Review the sun protective behaviours of students and staff.
- Evaluate the curriculum in relation to skin cancer prevention.
- Assess buildings and grounds with regard to shade provision.
APPENDIX C. PRIVACY POLICY

1. Scope
This policy applies to members of school staff and the school council at San Remo Primary School. This policy will be made available on request.

2. Authorisation
This policy was adopted at San Remo Primary School council meeting on 24th June, 2003.

3. Review date
This policy shall be reviewed regularly and updated if required.

4. Background
All staff of San Remo Primary School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations San Remo Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

5. Definitions

**Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person’s physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person’s health status and medical history, whether recorded or not.

**Sensitive information** is defined as information relating to a person’s racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.

**Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.
6. **Policy context**

Personal information is collected and used by San Remo Primary School to:
- provide services or to carry out the school’s statutory functions
- assist the school services and its staff to fulfill its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Training reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

7. **Collection of personal information**

The school collects and holds personal information about students, parents and staff.

8. **Use and disclosure of the personal information provided**

8.1 **Students and parents**

The purposes for which the school uses personal information of students and parents include:
- keeping parents informed about matters related to their child’s schooling
- looking after students’ educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the school’s legal obligations, and
- allowing the school to discharge its duty of care.

8.2 **Staff**

The purposes for which the school uses personal information of job applicants, staff members and contractors include:
- assessing suitability for employment
- administering the individual’s employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school’s legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

8.3 The school will use and disclose personal information about a student, parent and staff when:
- it is required for general administration duties and statutory functions
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

8.4 The school can disclose personal information for another purpose when:
- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.
8.5 Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student’s personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student’s mental ability and maturity to understand the consequences of the proposed use and disclosure.

8.6 San Remo Primary School will generally seek the consent of the student’s parents and will treat consent given by the parent as consent given on behalf of the student.

9. **Accessing personal information**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

**Access to other information maybe restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.**

10. **Updating personal information**

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal or Office Manager.

12. **Security**

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- Department of Education and Training’s acceptable use policy for Internet, email and other electronic communications
- Department of Education and Training IT security policy.

13. **Complaints under privacy**

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Training’s privacy complaints handling policy.
APPENDIX D.  CRITICAL INCIDENTS POLICY

PURPOSE
To promote the health and well-being of the San Remo PS community and ensure a safe response to any incident which puts the health and safety of staff and students at risk or which breaks Department of Education regulations, the law or school rules, the following guidelines apply:

GUIDELINES
- The general school environment will be secure and safe for all members of the school community.
- All incidents likely to affect the safety and well being of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety of all people exposed to the emergency are to be considered all stages ie. intervention and post-vention.
- An emergency may have effects on those involved lasting long after the initial crisis and support to assist the school community may be required.
- The school will establish positive links with community and other external agencies to support this policy.

ORGANISATION
1. STAY CALM
   Take a few moments to collect your thoughts. Overacting can make it harder to get the facts. The first priority is to ensure the safety of students and others.

2. COLLECT THE FACTS
   You may need to talk to the persons involved or others to find out details of the incident:

3. ENSURE SAFETY
   Consider the recovery response required. Discuss this with a colleague or member of the administration team.
   Refer to:
   - San Remo PS Disaster Plan
   - South Gippsland’s Critical Incidents Procedures Plan
   - Managing School Emergencies manual

4. SEEK ASSISTANCE
   5 Contact:
   - Emergency and Security Management Branch, PH: 9589 6266
   - Regional Principal Consultant
   - School Council President
   - Southern Gippsland Education District’s Emergency / Critical Incident Support Team

5. SCHOOL RESPONSE
   6 Contact:
   - Parents of those directly involved.
   - Siblings of those directly involved
   - Inform all staff
   - Police / Ambulance for up to date information

   Liase with outside agencies and the Education Department’s media unit re informing the parent body and media.

EVALUATION
This policy should be reviewed annually by School Council. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures were followed and whether they were adequate.
APPENDIX E. CONSULTATION POLICY

Rationale:
• Effective decision making, staff morale and employee job satisfaction are enhanced when the views of all employees are taken into account before decisions that affect their working lives are made.

Aims:
• To establish workplace consultative arrangements that ensure the principal’s responsibility to make school based decisions is carried out in a framework that enables all staff to have input into the decisions that affect their working life.
• To optimise opportunities for effective and informed decision-making.
• To enhance staff morale and employee job satisfaction.

Implementation:
• This policy is to be read in conjunction with the ‘Victorian Government Schools Agreements 2004’.
• The School Council president will be kept informed of all consultation.
• The principal has ultimate administrative and operational responsibility for decisions at the school level, after the following locally agreed formal consultative process has been carried out.
• San Remo P.S. is a small school. The consultative committee is therefore comprised of all teaching staff which includes consultative items in their weekly staff meetings. The consultative committee discuss and make recommendations on all processes of planning for improvement, including the development of workforce plans or the planning and organisation of the program of instruction in the school or the composition of selection and other panels. Examples - Grade allocations, Time allowances, Reduction in scheduled duties for first year out teachers, Responsibility positions, Special payments, Other duties, Class sizes, Meeting schedule, Annual review processes, Workforce planning such as staff profile, Vacancies (including type, length, selection criteria).
• The consultative committee includes the union sub-branch representative. SSO and OSHC staff are consulted when topics for discussion involve them. School Council members are consulted at School Council meetings and especially when a decision involving the various sub committees is needed.
• Every endeavour is made to allow sufficient time to discuss topics with the various groups they represent, so as to give the opportunity for all to be involved in the consultation process.
• The consultative committee will make recommendations to the principal, who will then make decisions and provide reasons for those decisions.
• Employees who disagree with the principal’s decisions may refer the matter to the Merit Protection Boards.

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.
APPENDIX F. BEHAVIOUR MANAGEMENT POLICY

San Remo Primary School O.S.H.C. Program believes the management and guidance of children’s behaviour is a critical part of providing quality programs and has a commitment to providing a safe, positive and stimulating environment, which encourages responsible and constructive behaviour in all children.

Procedure:
- Staff will intervene to prevent inappropriate behaviour.
- Rules will be clear, child focused and easy to understand. They will be on display at the service. Children will be included in the process of outlining the guidelines of the program.
- Staff will provide an environment that considers minimising potential difficulties, which includes positive role modelling.
- Staff will endeavour to communicate and work with the child/ren displaying inappropriate behaviour.
- If behaviour continues, the Program Coordinator will be notified of the issues and the incident will be documented. The Parent/Guardian, on collection of the child, will be informed of the issues and the Program Coordinator will discuss strategy ideas with the Parent/Guardian.
- Program Coordinator will discuss the issue with the staff to determine procedures and strategies that the service may be implementing.
- A meeting will be organised between Parent/Guardian and Program Coordinator to discuss the situation and strategies.
- If the behaviour still does not improve, the child’s enrolment will be suspended until the Parents/Guardians and Program Coordinator have met to discuss the appropriate direction.
- San Remo Primary School O.S.H.C. Program will immediately suspend any child/ren from the program:
  - Where the child acts in such a way that threatens the physical and/or emotional health of any child, staff member or themselves.
  - Deliberately damages any property or belonging.
- San Remo Primary School O.S.H.C. Program will then make contact with the Parent/Guardian.
- San Remo Primary School O.S.H.C. Program will write to the Parent/Guardian explaining the situation and consequences.
- All communications between families, staff, children and other relevant persons will be documented.

NB: If property is deliberately damaged, San Remo Primary School O.S.H.C. Program may ask the family to pay for the damage.