

West End Primary School

Safe Environment Policy



Review Frequency	
Date Circulated:	September 2020
Review:	August 2021

RESPONSIBILITY	
Lead Child Protection / Safeguarding Officer	Mr, Pierre-Louis (School Counsellor)
Deputy Child Protection / Safeguarding Officers:	Ms. Miranda (Class Teacher – Year 3) Ms. Patrice (Class Teacher – Reception)
School Principal:	Mr. Paul Samuel

Signed By:

Principal

Date _____

Safe Environment Policy

Visibility

All staff will be aware of the need for visibility. *Where feasible*, the Senior Management Team will ensure visibility within the school through the following:

- Clear lines of sight throughout the building and in the classrooms
- Landscaping that ensures open, visible spaces with no possibility of concealment
- Doors with windows
- No locked doors
- Classroom windows should not be obscured
- Bright lighting in all areas
- Locked unused areas or room accessible by staff only

Supervision

West End Primary School will ensure that the activities of children and staff are adequately supervised by implementing the following:

- Adequate supervision in the classroom, as per the established formula for staffing
- Adequate playground and non-classroom supervision (for example, hallways, stairwells, and so on)
- Periodic walk-throughs of the building and its grounds to ensure there are no unidentified person(s) on site
- *Where appropriate*, monitoring devices such as security cameras could be installed in key zones

Access

West End Primary School will ensure that access to children and staff is controlled by implementing the following:

- Signs posted around the school directing visitors to school office
- Requiring that all visitors, volunteers, and contractors sign in at the main office and wear a visitor badge identifying
- Ensuring all staff are aware of restrictions to noncustodial parents' access to a child or children
- Requiring that children entering or leaving at times other than typical arrival or dismissal do so only with parental permission, except in the case of emergency
- Requiring that when removing a child from the school, parent/guardian should notify the school office and sign the child out
- Ensuring that all fences, gates, and so on surrounding the grounds are functioning properly and in good repair

Disclaimer: This policy does not include emergency planning strategies, such as preparing for natural disasters, preventing violence, or implementing lockdown procedures.

Safe Environment Policy Statement of Receipt and Agreement:

I understand that as a person working with and/or providing services to children at West End Primary School. I am subject to a criminal background check. My signature confirms that I have read and understood the Safe Environment Policy, and that I agree to comply with the standards contained therein. I understand that any action that violates this policy may result in disciplinary action up to and including removal from West End Primary School.

Name: _____

Signature: _____

Witness: _____

Date: _____