

Safe Environment Policy and Procedure

– HGS

1. Scope

This policy applies to all employees, volunteers, students and individuals involved in Holmes Grammar school. test

2. Purpose

2.1 All students who come to Holmes Grammar School have a right to feel and be safe. Holmes Grammar School is committed to the safety and wellbeing of its students and the welfare of our students will always be our first priority.

2.2 The Policy and Procedure provides the principles of the School's provision of the duty of care and the procedures to support the achievement of the principles.

3. Policy Principles

3.1 The policy principles and the related procedures must reflect the School's philosophy, which include values, ethics and a code of conduct for all its staff and community.

3.2 Procedures must be in place and followed by the relevant school staff for child protection matters including identifying, documenting, reporting and managing concerns or incidents.

3.3 The procedural fairness and natural justice concepts should be maintained in all circumstances.

3.4 The School will identify safe protective behaviours for all persons who access the school's premises, facilities and/or programs.

3.5 Students will be adequately supervised whilst attending Holmes Grammar School activities on or off campus.

3.6 All off-campus activities organised by staff for students are to be approved by the Principal.

3.7 Risk assessment is to be undertaken for every off-campus activity. The intent of Risk Management is to commit to the health, safety and well-being of students, staff and others involved in all curriculum activities conducted at school or other locations. Holmes Grammar School has an obligation under State OH&S Acts (Occupational Health and Safety Act 2004 & Occupational Health and Safety Regulations 2007) to ensure the safety of all involved in a curriculum activity.

3.8 The legislation is governed by the following principles and Holmes Grammar School Child Safe U18 Risk Management Strategy looks to reflect these principles:

- a. That all people – staff, students and general public – should have the highest

- level of protection against risks to health and safety;
 - b. Those who manage or control the activity are responsible for eliminating or reducing the risks, so far as is reasonably practicable; and
 - c. The school should remain proactive in promoting health and safety at all times.
- 3.9 Camps and excursions should be assessed in relation to risk as a regular part of the planning for these events.
- 3.10 Those responsible for curriculum activities must take reasonable care to avoid foreseeable risks of injury, for example by:
- a. Making sure that activities are safe and appropriate for the students' age;
 - b. Ensure students are properly instructed and prepared for the activities;
 - c. Ensuring all equipment is safe to use; and
 - d. Providing adequate supervision.
- 3.11 The School ensures to take reasonable care that any student and visitors on the premise will not to be injured or damaged due to things that are done or omitted by the School.
- 3.12 The School shall recognise that greater measures of care may be required in relation to younger students, students with disabilities and possibly students from different ethnic orientations in order to fulfil duty of care obligations.
- 3.13 Restrictive interventions might be necessary to protect the safety of a student and members of the school community, such as:
- a. When there is a high or immediate risk that the student's behaviour will result in harm to themselves or to others;
 - b. Where such action would be judged to be reasonable; or
 - c. As an intervention of last resort, when there is no other less restrictive intervention available or deemed likely to be effective in the circumstances.
- 3.14 Examples of behaviours that might give rise to the need for restrictive interventions could include:
- a. Self-injuring behaviour, such as hitting or kicking walls, head-banging;
 - b. Aggression towards other students or staff, including hitting, biting, kicking, hair pulling;
 - c. Throwing furniture or other objects at students or staff;
 - d. A verbal threat of harm that the School reasonably believe a student will immediately enact; and/or
 - e. Running onto a road or near some other hazard.

4. Procedure Principles

Teacher Selection, Supervision and Management

- 4.1 All teachers must provide evidence of current registration with the Victorian Institute of Teaching (VIT) on employment. This registration includes a current and satisfactory national criminal history record check (NCHRC).

- 4.2 All teachers are bound by the *VIT Code of Conduct* (revised 2021). Furthermore, this Code is supported by the school's own Staff Code of Conduct *Sections 61-65*.
- 4.3 Any staff member who becomes aware of an allegation of reportable conduct or conviction relating to reportable conduct is to immediately inform the Principal (see sections below taken as Mandatory Reporting).
- 4.4 The Principal investigates the notification and gathers any evidence, including any written submission that the employee may wish to make. Full and complete records are to be maintained.
- 4.5 The Principal notifies the VIT as soon as practicable, but within 30 days, of any action taken against a teacher in response to an allegation of serious incompetence, serious misconduct or a lack of fitness to teach. The Principal also notifies the VIT of any written submission made by the employee concerned.
- 4.6 The VIT reserves the right to investigate the allegation choosing to conduct either an informal or formal hearing. If a registered teacher is charged with a sexual offence, the Institute may suspend the registration without inquiry.

Student Supervision

- 4.7 Homes Grammar School have the clear guidance on supervising students on or off campus.
- a. *Classroom Supervision*
 - i. Students should not be left unattended during a timetabled class.
 - ii. Teachers are to monitor student activity during classes to ensure that they are getting the most out of the work to be done.
 - b. *Out of Class Supervision*
 - i. During recess and lunchtime staff are rostered to supervise the conduct and activity of students during these designated breaks.
 - ii. This supervision includes various locations across the campus, including the corridors and lunchroom area.
 - iii. Students are not permitted to use classrooms during these times.
 - c. *Off Campus Supervision*
 - i. The city location of Holmes Grammar School and the City Campus style of its facility does not provide a contained outdoor area or school canteen.
 - ii. Students take the opportunity at both designated breaks (recess and lunchtime) to move off campus in order to obtain food or drink and to seek an outside environment.

- 4.8 Through the enrolment process both parents and guardians are asked to sign an acknowledgement and acceptance of this practice. Students are informed of the regulations in relation to an acceptable radius for which to leave the campus. This information is communicated regularly at various intervals via school assembly.

Off Campus Risk Assessment

- 4.9 All off-campus activities organised by staff for students are to be approved by the

Principal.

4.10 A staff member wishing to involve students in an out of class activity must submit a proposal well in advance via the Holmes Grammar School Risk Assessment Register. In completing this register staff must address the following aspects in assessing the element of risk that may be associated with the curriculum activity:

- a. Establish the Context;
- b. Identify the risks and existing controls – via *Risk Description template*;
- c. Assess the risks – what is the risk likelihood? – via *Risk Description template*;
- d. What are the Risk Consequences? – via *Risk Description template*; and
- e. Treat or manage the risks – via *Treatment Priority table*.

4.10 An acceptable level of risks exists when the educational outcomes expected to be achieved in undertaking an activity justify doing the activity given the level of risk. The residual risk is the level of risk remaining after the controls have been put in place.

4.11 Holmes Grammar School is obligated to maintain an Emergency Management Plan for the planning and approval of off-site activities which consider the risk of bushfire in the activity location according to Education & Training Reform Act 2006 (Refer to the Emergency Management Plan). Four stages will be applied in the process of conducting an activity which considers the risk of bushfire:

- a. Preparation;
- b. Approval;
- c. Offsite Activities Emergency Management; and
- d. Bushfire Protocols.

4.12 If Holmes Grammar School contracts with another provider (a school, an RTO or an organisation not registered as an education or training provider) HGS will ensure the safety and welfare of students learning with that provider.

Arrangements for Ill-students

4.13 Holmes Grammar School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. This arrangement applies to all who may be affected by injuries or illness resulting from school activities, whether on or off campus.

4.14 A first aid room will be available for use at all times. The first aid kits will be available with the First Aid Officer.

4.15 All injuries or illnesses that occur during class time will be referred to the First Aid Officer who will manage the incident. All injuries or illnesses that occur during break times, will also be referred to the First Aid Officer.

4.16 Minor injuries will be treated by staff members on duty, while more serious injuries will need to be treated by a doctor.

4.17 Any students with injuries involving blood must have the wound covered at all times.

- 4.18 The School will collect the student medical information twice a year and record the information in the Medical Register. At the Principal's discretion, students can carry their own medication with them, preferably in the original container or packaging, when:
- The medication does not have special storage requirements, such as refrigeration; and
 - Doing so does not create potentially unsafe access to the medication by other students.
- 4.19 Where appropriate the school will meet its duty of care by assisting students to take their medication. In such instances the school will ensure all medication is:
- in its original container and bears the original label with the name of the student and information on the dosage and time to be administered
 - accompanied by written directions including advice for storage and administration
 - within its expiry date
 - stored according to the instructions, particularly in relation to temperature
- 4.20 Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 4.21 Parents/guardians of ill students will be contacted to take the student home and a sign-out form must be signed.
- 4.22 All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. The Principal must be notified if any ambulance is called. An ambulance will only be called if the situation is considered:
- Life threatening;
 - Needs medical attention;
 - Requested by parent/guardian; and/or
 - If the parent/emergency contact cannot be contacted and the student needs immediate medical attention.
- 4.23 All students attending excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on excursions, as well as kept at Holmes.
- 4.24 All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

First Aid Arrangement

- 4.25 The below first aid processes shall be followed:
- In the event of an incident/injury, it is important to ensure that the injured person(s) is clear of any danger not only to themselves but also for the first aid officer and anyone else who may be present at the time;
 - While the injured person(s) is being treated it is important for a staff member or witness to get a first aid officer who can then proceed to the

scene and treat any injuries that may have been sustained;

- c. When treating someone it is important to check for a response, that they are breathing and there is a pulse;
- d. It is also important to ensure that the injured person(s) is as comfortable as possible. However, no aspirin or medication is to be given at any time; and
- e. If it is possible to move injured person(s) they are to be moved to the sick bay where they can then be treated appropriately. If the injured person(s) has fallen/collapsed or had a seizure you must not move them.

4.26 A comprehensive first aid kit will accompany all excursions.

4.27 The School will ensure that all First Aid Officers have undergone recognised first aid training. The School maintains a registry of all First Aid Officers.

4.28 Every effort will be made to maintain the privacy of people attending First Aid. They will be triaged and given every opportunity to express their needs and be treated appropriately, with dignity, compassion and respect.

Accidents and Incidents Register

4.29 The School has established a system for recording all information relevant to the first aid management of an injury or illness. When an incident occurs, the First Aid Officer must record all first aid treatment that has been provided. When recording this information, the First Aid Officer must include:

- a. The date, time and location of the incident;
- b. A description of the incident;
- c. Nature of injuries;
- d. Witnesses;
- e. Treatment given – no medication or aspirin is to be given; and
- f. If the individual return to class, was sent home or were they sent to hospital?

Internet Use

4.30 Aims: Discriminate and effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Implementation:

- Our College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Students will be required to use the internet regularly and extensively throughout their attendance at the School.
- All students and staff at our College will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not

simply a right to be expected.

- Students will be held responsible for all activity that occurs under their log-in and password.
- Student behaviour when using College computers and networks, when using the internet and e-mail, and when engaging in any activity with College computers must be consistent with College expectations
- Holmes IT facilities and services must not be used by staff and students for the purpose of creating, accessing or transmitting or otherwise dealing with content which may reasonably be regarded as objectionable, obscene or offensive, or in a manner which is contrary to other Holmes' policies or which may otherwise expose Holmes to legal liability.
- Students who use the internet for inappropriate material (such as games, Gmail, Yahoo, Hotmail, Facebook, explicit materials etc) will face disciplinary action. Such serious transgressions will result in a detention for the offending student. All staff has the authority to issue a detention in accordance with the School Discipline Policy.
- The College undertakes to ensure that information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Consequences of publishing, accessing or failing to notify the Head of School of inappropriate material shall include the removal of access rights.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only (e.g. Casual Relief Teachers)
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Student's will only identify themselves on the internet by their first name and last initial.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The College will provide appropriate professional development and support for all staff.
- Staff members are to ensure that students are adequately monitored in their use of the internet
- An IT technician will be appointed, who will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the College's web site, web filters, and all other issues related to internet access by students.

Online Safety & Conduct – Child Safety

4.31 Holmes Grammar will look to ensure the safety and wellbeing of children and young people when adults, young people or children are using the internet, social media or

mobile devices. It will provide staff and volunteers with the overarching principles that guide our approach to online safety. Also to ensure that, as an organisation, we operate in line with our values and within the law in an understanding of the potential risk to children in the online space. Specific to this, are the Standards pertaining to Child Safety under Ministerial Order 1359. In consideration of and compliance with these Standards Holmes Grammar School will:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The school recognises four categories of risk and our approach is based on addressing these:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Council/School Principal
Implementation Officers	All school staff
Review Date	March 2027
Approved by	
School Council	
Associated Documents	
Holmes Grammar School Staff Manual	
Key Documents Development and Review Policy and Procedure	
Anaphylaxis Management Policy & Procedure	

Bullying & Harassment Policy Child Safety Communication Strategies Child Safety U18 Risk Management Strategy Child Safety Policy Communication Policy and Procedures Emergency Management Plan Enrolment Policy and Procedure Mandatory Reporting Policy and Procedure Reporting Sexual Abuse Policy, Guidelines and Procedures Student Code of Conduct Student Study Planner U18 Student Handbook W & HS Strategy			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
2	<ul style="list-style-type: none"> Altered names of relevant government agencies 	05/04/2011	05/04/2011
3	<ul style="list-style-type: none"> Emergency Management Plan templates amended for Offsite Activities Modified procedural steps for Mandatory Reporter Anaphylaxis Policy amendments 	12/05/2015	12/05/2015
4	<ul style="list-style-type: none"> Identifying duty of care in avoiding potential injury or damage Statement regarding the need for greater measures employed for younger students Restrictive interventions added Detailed overview of arrangements for students in offsite activities Detailing safety and welfare when learning with another provider Arrangements for ill students Accidents and Incidents Register First Aid Distributing medicine Internet Use 	12/08/2021	12/08/2021
5	<ul style="list-style-type: none"> Child Safety - Online Safety & Conduct 	17/03/2025	17/03/2025
6	<ul style="list-style-type: none"> Addition of clauses 4.12 and 4.19 	8/12/2025	8/12/2025

