



Est. 1867

# ST STANISLAUS' COLLEGE

## Student Policies and Procedures



# INTRODUCTION

At St Stanislaus College students and staff and visitors have the right to feel safe and to be treated with respect.

The College is committed to providing a safe and supportive environment within which students can experience a full range of educational opportunities.

Student Wellbeing is a priority and all staff contribute to this. There are some important staff roles that assume particular responsibility for student wellbeing. These are:

- The Tutors
- The Year Coordinators
- The College Counsellor

Joining these staff on the College Well-Being Team are the Head of College and Deputy Head of College.

## PASTORAL CARE PROCESSES

Expectations for all students are clear and students are reminded about them on a regular basis. These expectations ensure that all students respond to their responsibilities as members of the Stannies community.

The Positives Awards are a means to acknowledge students for their personal response to the opportunities they have on a daily basis. These are recorded in the Student Record Book and Tutors and Year Coordinators regularly record these.

The Detention System is used when students do not meet the reasonable expectations asked of them. The focus of the Detention System is improved attitude and improved behaviour.

### POSITIVE SYSTEM

#### OUTLINE OF POSITIVE BEHAVIOUR FOR LEARNING:

Learning: Students are awarded Positives in the classroom for positive engagement in Learning.

Learning positives are counted and when a student reaches 10 positives they consult their tutor and the tutor gives them a Positive Tutor Award sticker in their record book and this is noted on Edumate.

Extra Curricular Positive awards are given at the end of a series of extra curricular activities for outstanding involvement (e.g. rugby, creative arts, cattle team etc). Extra curricular Positive stickers are given by the teacher in charge of the activity and noted on Edumate – they are worth 10 positives.

Vincentian Charism Awards are given for outstanding behaviour that exemplifies the Vincentian Charism (e.g. involvement in SVDP activities). These are worth 10 positives and awarded by the teacher involved and noted on Edumate.

All Positive awards are added on Edumate and end of year awards and rewards are given to students with the most positives.

### DETENTION SYSTEM

The Detention System is used when students do not meet the reasonable expectations asked of them. The focus of the Detention System is improved attitude and behavior.

3 Demerits = Wednesday – 30 Minutes Lunch

6 Demerits, SBC or 2 Consecutive Wednesdays = Friday 1 Hour – After school 3.45 – 4.45pm

Serious SBC Incident, Failure to serve Friday Detention in 2 Consecutive weeks = Saturday Morning 3 Hours – 9.00am – 12.00, Full School Uniform.

## PERSONAL LEARNING PLAN

Each student, in consultation with his Parents/Carers/Boarding Supervisor complete his Personal Learning Plan within the first four weeks of each Semester. This helps him review his progress over the previous Semester and then to set realistic goals for the next two terms. This is to be recorded in the Student Record Book.

# STUDENTS RIGHTS AND RESPONSIBILITIES

My Rights	My Responsibilities which give me these rights	The same thing in Society
I have the right to be myself and to be treated as an individual.	I have the responsibility to respect others as individuals; not to pick on them, tease them, try to hurt their feelings, or persecute them for being different if their sex, race, customs, language, religion or appearance are different from mine.	Equal opportunity for all, irrespective of race, sex, religion, physical or mental disabilities.
I have the right to be treated with respect and politeness.	I have the responsibility to respect the authority of teachers. If necessary, I should be able to disagree without being offensive.	Respect for friends and family. Respect for others and for due process of law.
I have the right to expect that schooling will be of benefit to me; that I will obtain benefit from all lessons and classes; that other students will not deprive me of this right by their behaviour.	I have the responsibility to co-operate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students' rights to learn.  I also have the responsibility to be on time for school, to be on time for class, to attend school regularly and to take part in activities offered at the College.	Reliability and punctuality when employed. Participation in community activities.
I have the right to be safe and not feel threatened by danger to my person. I have the right to expect protection through College policies and procedures.	I have the responsibility to help make other people feel safe in the College by not bullying, threatening, hitting or hurting anyone in any way.  I have no right to take the law into my own hands nor to swear or use offensive language.	Assault, occasioning bodily harm, even "verbal assault" are criminal offences.  The police and courts exist to keep law and order.
I have the right to expect my property to be safe at College	I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the College itself.	Theft and wilful damage are crimes. Hand in lost property. Report theft and vandalism.
I have the right to belong to a College with a healthy environment and in which I can keep good health.	I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so. I have the responsibility not to do unhygienic things such as spitting. I should take part in PDHPE and sport.	Smoking is a health hazard. Drunkenness is irresponsible towards others and degrading for the person concerned. Use of prohibited drugs is a criminal offence. Smoking is prohibited in most public places.
I have the right to enjoy a clean and attractive College environment and take pleasure in the surroundings.	It is my responsibility to care for the College environment, not to litter the College premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. I should be prepared to keep the College environment neat and clean and to be prepared to remove litter and rubbish.	Litter laws. Vandalism and damage to public property are crimes. Environmental care is encouraged - eg "Tidy Towns Competition", "Do the right thing", etc.
I have the right to be informed of what is happening in the College.	I have the responsibility to listen attentively at assemblies, to take newsletters and notes home as required, to check material on the Stannies Website and to make it my business to find out what I need to know.	Being an informed citizen means responsibility for accessing available media, following the news and current affairs.
I have the right to expect justice and fair treatment.	I have the responsibility of recognising that I am open to consequences if I do the wrong things, as well as expecting praise and recognition for my achievements.	The penal code sets out penalties for crimes. Society acknowledges outstanding services, eg OA, Australia Day Award, local Awards.
I have the right to be seen as a useful and worthwhile member of the local community.	I have the responsibility demonstrating to the local community by my out-of-school conduct that the College is a worthwhile place and is developing good citizens for the future. This applies to travel to and from College, work experience and excursions.	Public image of firms. Public relations. The image of Australians abroad.
<b>Conclusion:</b> I have all these rights while I am a student at St. Stanislaus' College.	I have the responsibility to protect these rights and those of others by living up to my responsibilities at all times.	Responsible and informed citizens know their rights and respect the rights of others.

# PASTORAL CARE POLICIES

Our School is a place where caring for others is a priority. We want to ensure the wellbeing of all our students is being constantly considered.

Bullying occurs when a person repeatedly misuses their power towards another person in an attempt to harm, worry, offend, scare or humiliate them.

Bullying can be physical or verbal.

Bullying can be through the internet or mobile devices.

Bullies often say they are only 'joking' or 'mucking around' as a defense for their behaviour.

There is no excuse for bullying, it will not be tolerated.

Bullying should be reported to your Tutor, Year Coordinator, School Counsellor, Deputy or Head of College.

## MANAGING BULLYING

- Proactive Anti-Bullying strategies are implemented throughout classroom teaching, tutor group discussions, assemblies, professional in-services to staff and publications such as the Newsletter. These strategies seek to ensure all students and staff can identify bullying behaviours and are aware of the measures available within the school to address bullying behaviours.
- Those who witness or experience bullying are advised to report incidents as soon as possible to a staff member of St Stanislaus' College who will refer the matter to a Year Coordinator, the College Counsellor, Deputy or Head of College.
- Those involved in the incident are interviewed and school disciplinary procedures are implemented.
- Counselling is offered to all involved in bullying behaviours.

## MONITORING ANTI-BULLYING STRATEGIES

- Each term, students complete a Wellbeing Survey for the day school and a Boarding Wellbeing Survey for Boarding Students. Incidents of bullying on these surveys are followed up.
- Students have an opportunity to report incidents in a confidential manner.
- The pastoralcare@stannies.com email is another avenue where students or parents can also report issues of concern regarding Student Wellbeing.
- All students are issued annually with a Bullying NO WAY! Card.



- If you see or know of someone being bullied:*
- *Speak up and let the person doing the bullying know that they are being a bully. Don't be a passive bystander.*
  - *Ask a teacher for help.*
  - *Talk to your Year Coordinator.*
  - *Report bullying to stopbullying@stannies.com*
  - *Everyone has the responsibility to make Stannies a safe place.*

## HARASSMENT POLICY

“Harassment” occurs when a person engages in and persists with behaviour intended to annoy or irritate another person.

“Sexual Harassment” refers to any type of unwelcome, unsolicited or unreciprocated behaviour of a sexual nature that a reasonable person would consider, could offend or intimidate another person. These behaviours may be intentional or unintentional, and would include any of the following:

- Inappropriate actions or comments directed toward any member of the College community;
- Inappropriate jokes or humour;
- Graffiti on buildings, furniture, books or personal equipment;
- Inappropriate pictures or photographs displayed on books and folders, or any public area;
- Annoying or inappropriate phone calls;
- Use of computers to convey inappropriate messages or other material.

A student found to be responsible for any act of harassment is liable to incur at least a demerit. The action could also result in a direct referral to the SBC, the BSBC in the case of boarders.

Students continually involved in harassment and having been sanctioned as outlined above or involved in a gross act of harassment will have their enrolment cancelled.

Any student who is subjected to harassment from other students or from any member of the College community should immediately report their concerns to:

- The Year Coordinators (Day school incidents)
- The Director of Boarding (Boarding house incidents)
- The College Counsellor;

Or, in the absence of one of the above to:

- The Deputy; or
- The Head of College.

## CIGARETTES, ALCOHOL, DRUGS

The use of these substances at the College is strictly forbidden. Immediate consequences will be incurred for any student who ignores this rule.

## WELLBEING SURVEY

At the completion of each Semester, all students are emailed a Wellbeing Survey link, to be completed. This provides important information to the Wellbeing Team to assist in making sure that the College continues to provide a safe and supportive environment for all students.

# EDUCATION

## HOMEWORK POLICY

Homework should be as a minimum requirement, for revision and reinforcement.

Assignments and other long-term projects will be given in manageable stages so that all students can manage such work.

The first activity in any set of homework should be to review the day's work.

Students will be set homework in all subjects.

Years 7 and 8:

15 minutes for each subject should result in 1 to 1.5 hours each night during the week.

Years 9 and 10:

20 minutes for each subject should result in 1 ½ to 2 hours each night.

Years 11 and 12:

30 minutes for each subject should result in 2 ½ to 3 hours each night, at a minimum

All homework should be recorded in the College Record Book. All students should complete this task prior to the end of every lesson.

Homework is an important aspect of learning that should be reported upon. Regular homework records should be kept by teachers. Demerits will be given when homework is not completed. Students will be required to complete missing homework at an appropriate time. It is the student's responsibility to follow-up on missed classes and work.

## MOBILE PHONES – POLICY

Students and Parents/Carers are reminded that the use of mobile phones in all teaching spaces is not permitted at the College. No student is to use or to have a mobile phone switched on within the College teaching spaces from the commencement of the school day (Tutor Group) until the conclusion of the school day (End of Period 6). There are no exceptions to this rule.

Any student seen to be using a mobile phone will be immediately requested to give it to his teacher. This will be sealed in a designated envelope with his name and class noted on the envelope and placed in a locked cabinet in the College Library. It will be returned to him the following day at lunchtime (1.20pm to 1.35pm).

Use of mobile phones during Boarding House timetabled study periods is also banned. There are no exceptions to this rule.

Any boarding student found using his mobile phone during timetabled evening study periods will be requested to hand it immediately to the Boarding Supervisor. This will be placed in an envelope, his details noted on the envelope and it will be locked in the Boarding House safe. He will have this returned the following afternoon at 3.30pm.

Currently students are permitted to use mobile phones before the school day, Recess, Lunch and after school – this is under review and feedback from families is welcome.

Similarly, feedback from Boarding Families is welcome on the use of mobile phones in the evening, out of study periods.

All students are expected to have a Device for learning: Year 7, 2019 – Chromebook; Years 7 and 8, 2020 – Chromebook; Years 7, 8 and 9, 2021 – Chromebook; Years 10 to 12 – Laptop or Chromebook. Students in Years 8 and 9, 2019 and Year 9, 2020 are permitted use of iPad pending transition to Chromebook. Mobile phones are not permitted to be used by any student as an alternate device in teaching spaces or in evening Boarding House study.

Parents are welcome to contact the College Reception during the school day if they need to leave their son a message or through the Duty House phone if they need to leave their son a message during designated evening Boarding House Study periods.

# COLLEGE DRESS AND UNIFORM REQUIREMENTS

## UNIFORM AND GROOMING EXPECTATIONS.

- Students are required to dress in clean uniform, neatly arranged.
- Hair should be clean, tidy in shape, clear of the shirt collar and eyes. Students must have a hair cut when directed to do so by College staff. No fancy cuts, layering, streaking, colouring, “man buns”, “pony tails”, etc.
- Students are to be clean shaven.
- Jewellery of any kind is NOT to be worn while students are at school (this includes piercings, earrings, studs, bracelets and chains).
- Day students requiring a rare and temporary exemption to be made regarding their uniform are to produce a note from their parents for their Tutor to sign.
- Boarding students are to obtain their note from their Houseparent or Head of Boarding or Duty House.

## COLLEGE SUMMER UNIFORM (TERMS 1 AND 4)

NB: Parents are reminded that students in Years 7 to 9 wear the junior uniform and students in Years 10 to 12 wear the senior uniform.

- Navy blue College shorts with bone College walk socks (worn just below the knee) or College grey trousers (senior with belt) with grey socks
- White shirt
- College Tie (Junior Tie, Years 7 to 9; Senior Tie, Years 10 to 12)
- College knitted jumper (grey with College colours - Years 7 to 9, or College crested navy blue - Years 10 to 12)
- Black leather shoes (not jogger type or boots)

## COLLEGE WINTER UNIFORM (TERMS 2 AND 3)

- College grey trousers (Light Grey - Seniors, Dark Grey - Juniors) with grey socks
- White shirt
- College Tie (Junior Tie, Years 7 to 9; Senior Tie, Years 10 to 12)
- College knitted jumper (grey with College colours - Years 7 to 9, or College crested navy blue - Years 10 to 12)
- Black leather shoes (not jogger type or boots)

## COLLEGE BLAZERS

The College Blazer (appropriate to the class year group) is worn to and from the College during Terms 2 and 3. It is expected that Boarding Students also wear their blazer to and from their Dormitories.

## COLLEGE WINTER JACKETS

The College Winter Jacket can be worn in Terms 2 and 3, over the College Blazer—NOT IN PLACE OF

## COLLEGE TIES

Please note College ties only are to be worn with the College Uniform. No other tie is acceptable.

# PHYSICAL EDUCATION HEALTH AND PERSONAL DEVELOPMENT

## PHYSICAL EDUCATION UNIFORM REQUIREMENTS AND PROCEDURES

Every student in Year 7 to 10 is required to participate in the practical components of PDHPE. The wearing of the School's Physical Education Uniform is seen to be essential for a number of reasons.

1. It helps prevent sporting injury due to unsuitable attire.
2. Prevents damage to normal School uniform and helps maintain our School identity
3. It promotes good personal hygiene habits amongst our students.
4. It prevents social pressures to buy the latest trends in clothing, which could isolate our disadvantaged students.

The St. Stanislaus PDHPE Department has a set policy which is in line with the Board of School Education requiring students satisfactorily participate in a minimum of 85% of a course throughout the year. If a student repeatedly neglects to bring their PE uniform without a note or valid reason then a letter will be sent to parents. Continued disregard for the uniform policy may result in a failure to meet course requirements and an “N” award issued, which will mean the subject will need to be repeated. The following clothing is required to be worn during a PE lesson:

### Summer

- College navy Sports Polo shirt
- Navy blue shorts
- Sports socks

- Joggers
- A hat is also strongly recommended during the summer months.
- Sunscreen will be provided for students at the PDHPE Office
- When swimming is programmed, swimmers and towel should be brought along with their full PE uniform.

### **Winter**

During the colder months all students are able to wear the College Navy hoodie with school logo and Navy track pants with school logo in conjunction with their PE Uniform. A SSC rugby jumper may also be worn underneath if very cold.

The correct gear should be brought to every Practical lesson. If for any reason correct uniform is unavailable, then alternative suitable clothing may be brought accompanied by a note on that day from your parents or Housemaster. A note is also required if a Student is unfit to participate in Physical Education and Boarding students will be required to see Matrons prior to class commencing if they are ill on any given day. If this is the case alternative work will be set. If a student is away for an extended period of time or misses an assessment task he will need a doctor's certificate or a zero mark will be recorded.

## **ARRIVAL AND DEPARTURE FROM SCHOOL**

All are expected to arrive prior to 8.55 am.

Students who arrive after this time are expected to report to Reception with their Record Book to have the date and time recorded in the record book and also onto the Schools Edumate System.

Students arriving by bus to the College are to walk up the surfaced driveway and return the same way of an afternoon. Students are not to cut across any lawns, ovals or grassed banks.

Student entry to the College is via the Library breezeway or the ramp leading from above the pool area. Students are NOT to take "short cuts" through the school.

Students leaving the College of an afternoon are to be correctly dressed. No one is to leave the grounds prior to the conclusion of the last period of the day.

Supervision is provided at the College starting at 8.30 am on weekday mornings. Students on arrival at the College are expected to remain in the Quad area until the beginning of Tutor Group.

Supervision on College grounds concludes at 3.25pm (although boarding house staff are involved in the supervision of boarding students after this time). The bus stop at the front of the College is supervised from 3.25 pm till 3.50 pm (arrival of final afternoon bus).

Students who need to leave the College for whatever reason during the school day need to sign out at the reception. They will need to produce a note signed by their parent or guardian or be signed out by the person collecting them.

## **CONDUCT ON BUS TRAVEL**

All College regulations apply throughout the entire journey. Students are expected to show full courtesy and manners to the driver of the bus and other passengers who travel on that service. All students should remain seated and obey the directions of the Bus Driver.

## **EXCURSIONS**

Excursions are an integral part of the curriculum and are mandatory in a number of subjects in order to meet syllabus requirements. While on an excursion the following regulations will apply to students.

Parent permission notes will need to be returned to the organising teacher by the due date, prior to the excursion, NO student will attend an excursion where the appropriate permission note has not been fully completed. This note will detail the activities to be undertaken, dates and times, transport arrangements, costs and contact information.

While on an excursion the students are under the supervision of the staff attending the excursion and are required to follow all directions given.

In order to assist with supervision on overnight excursions involving larger groups of students, night supervisors will be employed at a cost to those attending the excursion.

Students should also take care not to bring expensive items with them on excursions, as the College accepts no responsibility for these items if they are lost or damaged. College insurance policies do not cover the belongings of students either at the school or when on excursions. In some instances the parents home contents insurance may cover lost or stolen items.

# LUNCHTIME AND AFTER LUNCH

## FINE WEATHER

Lunch, when eaten outside of the Refectory, is to be eaten in the Quadrangle. Students are not to be inside buildings during lunch.

## WET WEATHER

Lunch is to be eaten in the UNDER COVER AREA OF THE McMAHON WING and students are to remain there until they have been dismissed by the Staff member supervising.

Special care should be taken when using the lower corridors and all the stair wells during wet weather.

Inbound areas:

Before school: Quadrangle

Recess: Quadrangle, Tennis courts, Basketball court, Fitz Oval

First Half of Lunch: Quadrangle

Second Half of Lunch: Quadrangle, Tennis courts, Basketball court, Fitz Oval.

## OUT-OF-BOUNDS RULES WITHIN THE COLLEGE

The following areas are out-of-bounds to all students except when they have sufficient reason to be there (e.g. to keep a specific appointment time with a member of the College Staff and so are in possession of a permission note or in an emergency etc.).

- Boarding office; Marble Hall; Administration Corridor; staff and visitors' toilets;
- Classrooms and corridors (during recreation periods morning recess, lunch breaks etc);
- Dormitories or the dormitory of another year;
- Refectory and kitchen area;
- Infirmary;
- PAC and IRC.

## OTHER AREAS OUTSIDE ALSO OUT-OF-BOUNDS

The following areas come under this heading:

- Area around the library on the old handball alley and oval sides and entrance area when library is closed;
- Area behind the maintenance shed, p rooms;
- Pool area outside approved swimming times (see rules for this area);
- Area outside the senior refectory and crushspace visitors' toilets;
- Front of the College and the area near parked vehicles;
- Area beyond the infirmary (ie. Staff residences, workshop, bus shed and beyond.

Students needing to visit the infirmary during class time need to have their Record Book (pages 128-130) signed from their teacher to present prior to Matron dealing with them.

Those students who need to get medication from Matron on a regular basis are to make their way to the Infirmary on their own and return to inbounds areas immediately after seeing Matron.

No students should be in the areas around the Infirmary at any time unless actually needing to visit the Infirmary.

## MOVEMENT TO CLASS and STUDY

Students are to move quietly and promptly, without running, to the classroom. Students are to line up outside the classroom for the arrival of their teacher.

Once inside, all are expected to be seated and have their books out on the desks, open and ready for class. Normal courtesy applies namely, students stand upon the arrival of their teacher or other staff member.

# STUDENT LOCKER REGULATIONS

Students are able to use a College locker for school and sporting equipment not immediately required.

The College's insurance does not cover the loss, theft or damage of student belongings. As such the College can accept no liability for students' belongings; in some instances items may be covered by the parents home contents insurance. Students are advised not to bring expensive items to school and to ensure that any items of value are stored in their College locker.

All electronic devices need to be secured in lockers when not in use. Electronic devices found left around the College at recess and lunch will be collected by staff members.

## A) THE SCHOOL LOCKER KEY REGULATIONS

For lost keys, please see Director of Administration or your Year Coordinator.

Keys will only be lent to the LOCKER HIRER.

Keys are to be returned at the end of the year.

RIGHT OF INSPECTION The College retains the right to inspect all Student Lockers.

## B) MISPLACED OR LOST KEY REGULATIONS

Each student is responsible for his key/s and if these are misplaced or lost this should be reported as soon as possible.

If a key has been reported Misplaced or Lost and a new key has been issued this extra key must be returned (if the original key is found).

# COLLEGE STUDENT VEHICLE POLICY

## Day Students

- Day students are not permitted to drive or park their vehicles on College grounds.
- Day students are not permitted to depart school in their cars during school hours.
- Day students are only permitted to transport another student in their car with the written permission of both sets of parents, copies of which are to be handed in to the Year Co-ordinators.
- Boarding students are not permitted to travel in vehicles driven by day students. Students are expected to act responsibly where the use of motor vehicles is concerned.

## Boarding Students

- Boarding students must complete the formal application to be considered by the Head of College.
- Boarding students must park their cars in the designated parking area and leave their keys at the Boarding Centre.
- Boarding students are not to transport any other student – day or boarding – in their cars without the written permission of both sets of parents. A copy of this must be handed in to the College office.

NOTE: In view of the provisions of the Insurance Contracts Act, 1984, parents should ensure that the insurance policy on the motor vehicle driven by the student covers the student passenger in case of an accident.

# MUSIC CORRIDOR

This area is out-of-bounds for all students and is at all times subject to the provisions made by the Head of Music. The music corridor is only in use during times that the PAC is unavailable for normal practice.

# DAY SCHOOL FIRE EVACUATION PROCEDURE

## Alarm

The sounding of the bells (5 seconds on, 2 seconds off) five times (this applies to all day school class areas, administration, kitchen and residential areas).

### Sirens: (alert is for specific areas)

- a) Marble Hall and accommodation areas have a separate siren which changes tone when an evacuation is required. On the change of tone the administration areas, accommodation areas, kitchen, Boarding Centre, Sick Bay and Science classrooms should be evacuated. Those evacuating should move to the Basketball Court behind the McMahon Wing and await further instruction.
- b) Performing Arts Centre (PAC), Indoor Recreation Centre (IRC) and Trade Training Centre have separate alarm systems which will notify when evacuation of this area is required. Teachers in the building at the time are to take classes to No. 1 Oval and mark Tutor rolls.
- c) Other school areas eg: McMahon Wing, Brothers, P Rooms. On the sounding of the siren students and staff are to move immediately to the No. 1 Oval.

NB: Exit routes are designated at the main door of each room.

### Evacuation Assembly

The assembly point for students (in b and c above) will be the No. 1 Oval (each tutor group to line up with tutor, tutors will ensure students are aware of the location of their tutor group). Teachers moving with their students are requested to take their laptop, iPads with them and mark Rolls from Edumate.

#### Evacuation Assembly and Control Points

1. The assembly point for students will be on the No. 1 Oval (each Tutor Group to line up with Tutor – see appendix for locations).
2. In the case of an emergency the Head of College Office will become the control centre. Should the emergency be in the administration area, the Library will become the control centre.

## PROCEDURE

At the Fire Evacuation Signal all staff and students are to immediately proceed to the nominated assembly point by the nearest fire exit or stairwell escape route. Tutor Groups are to assemble as per the attached diagram and Rolls are to be marked. Any missing students are to be reported to the Front Office.

The Director of Administration will designate any staff not on class supervision to clear specific areas of the building.

# LOCKDOWN AND LOCKOUT POLICY

## Definitions

A Lockout is a procedure which prevents unauthorised persons from entering the school buildings and is commonly used when the threat is general or the incident is occurring in the immediate area of the school.

A Lockdown is a procedure used when there is an immediate threat to the school. Lockdown minimises access to the school and secures staff and students in rooms.

The decision for either Lockout/Lockdown will be made by the Head of College or Acting Head of College. After this decision is made, immediate contact is to be established with the Police. Once the decision has been taken, a series of actions to safeguard the safety of staff and students will follow.

## PROCEDURES

### Communication

- Information must be passed to the Head of College or Acting Head of College to enable a decision about Lockdown to be made. Staff and/or students should not put themselves at risk.
- Decision is followed by a call to 000 (Head of College).
- Communication to all staff will be through school bell in administration area being held down for two x 30 second counts. School bells will then be switched off for the duration of the Lockdown so as not to cause confusion.
- Staff will also be emailed in the event of a Lockdown.
- Staff and students will stay locked in rooms until the all clear is given by the Head of College or Acting Head of College.
- Staff should note any students who are temporarily not in class (eg: toilet visit, not noted on Edumate) and if possible provide details to the Front Office.
- If the Lockdown extends beyond normal school hours, the Head of College will notify parents with the assistance/advice of the Police.
- The Head of College or Acting Head of College will determine when the all clear is to be given.

## Classrooms

- Staff lock all doors including external doors, lock/close windows. An attempt to close blinds should be made (where applicable). Students are to sit on the adjacent wall to the classroom entry door and remain quiet so as not to attract attention.
- Students are to be instructed turn off mobiles as this may cause problems outside the College (misinformation) and interfere with Police communications.
- Any student out of class (eg: going to the toilet) is to go to the nearest classroom and sit with that class until the emergency is over. That classroom Teacher is to email the student's Teacher and advise that the student has presented at the 'new' classroom.

## Staff in Administration, Staffrooms, Canteen, Library, Cleaning Staff, Catering Staff

- Move to nearest safe room.
- Lock all doors and windows and remain quiet.
- If there is danger in any of these areas, staff in the safest position will ensure the Head of College is contacted and staff in the immediate area are directed to safety.

## Visitors and Contractors

- Any staff close to a visitor or contractor should safely brief them and indicate a safe place for them to go.
- The Front Office will contact any visitor or contractor via mobile phone number recorded in the Visitors Sign In Book to advise of the situation.

## Outside Activities

- Classes participating in outside activities near school buildings will move to the nearest building and secure themselves inside. This would possibly involve sharing a room with another class.
- Teachers of students on external VTRs should be informed by Administration Staff of the situation and advised not to return to school.
- Teachers who have signed out will be notified via text message of the situation and should remain offsite.

## Mornings, Recess, Lunchtimes and Afternoons

- The bell will clearly indicate that Lockdown procedures are in place and students should move quickly and as quietly as possible to their next designated classroom (before school to your Tutor Group room, at Recess to Period 3 Classroom, at lunchtime to Period 5 classroom and after school to the IRC).
- Staff should assist the process by directing students in a safe and efficient manner. Staff with an allocated room for the next period should go there to ensure the room is opened and to allow students easy and safe access to the room. In the event that a Lockdown occurs after school, Duty House will open and lock the IRC, as required.
- If there is a clear danger the nearest safety point or building is to be accessed.
- The IRC may be used at these times, if staff consider there is a danger leading to the prescribed lockdown area (during school hours) but PE staff must ensure the IRC is locked and details of classes/students held inside then be communicated to the main office.
- If the emergency continues after normal school time students and staff are to remain in their positions until the all clear is given. They are to be assured that parents are being informed and they should remain inside for their own safety.

## During Lockdown

- A safe place to meet Police and emergency staff will be designated by the Head of College or Acting Head of College for the purposes of communicating the location and dangers of the incident.

**After reading and understanding the Student Policies and Procedures, you, your Parent/Guardian and Tutor must sign the Policies section on page 17 of the Record Book.**



**ST STANISLAUS' COLLEGE**