

3.1 SAFE AND SUPPORTIVE ENVIRONMENT POLICY

INTRODUCTION

The NSW Education Standards Authority Registered and Accredited Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that it provides a 'safe and supportive environment' for all students.

SUPPORT

Lindfield Montessori School wishes to promote a learning environment where all teachers and students should be mutually supportive. The school community should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the school. The school encourages consultation between all members of the school community in matters which affect them.

SECURITY

Lindfield Montessori School will implement measures designed to promote the safety and well-being of students, particularly having regard to its professional judgment as to what is required and will include in its consideration such matters as:

- Appropriate levels of supervision
- Security of buildings
- Procedures in case of fire
- Use of grounds and facilities
- Travel on School related activities
- Other appropriate matters.

The implementation of these requirements and procedures will be monitored for compliance from time to time.

SUPERVISION

Appropriate measures will be taken by school staff to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activity and age of students involved.

CONDUCT

Lindfield Montessori School has in place a Code of Conduct for staff and students which may be supplemented by specific rules and directives. The Code of Conduct includes such matters as:

- The rights and responsibilities of students and staff within the school community
- Behaviour management
- The management and reporting of serious incidents.

The school will establish and implement appropriate behaviour management practices for students, consistent with the philosophy of the school and with other aspects of this policy.

COMPLAINTS AND GRIEVANCES

Lindfield Montessori Preschool has in place processes for dealing with complaints and grievances raised by students and parents. This will incorporate, as appropriate, principles of procedural fairness.

PASTORAL CARE

Parents and the school community will be made aware of pastoral care that can be arranged by the school. Lindfield Montessori School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, considering the resources available.

COMMUNICATION

Lindfield Montessori Preschool provides both formal and informal mechanisms to facilitate communication between those with an interest in the student's education and well-being, considering the limitations as outlined in the Privacy Act.

This may include communications between some or all the following – student, parent or guardian or other significant family member of the student, teacher, Nominated Supervisor, representative of an appropriate government, welfare, health or other authority.

IMPLEMENTATION

All the above policies will be implemented in a manner that is appropriate to the school, its students and the school community and with regard to the relevant legislative requirements that apply to the school and the students within its care.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 12, 73, 75,76, 87, 90-96, 97, 99, 101, 102, 121-123, 155, 157, 166, 168, 181, 183-184 Children (Education and Care Services National Law Application) Act 2010 Sections 165, 167, 169, 172-175
Related to NQS QA	1,1, 2.1, 2.2, 3.1, 3.2, 4.1,, 5.1, 5.2, 6.1, 6.2, 7.1
Related Policies	Interactions with children Code of ethics Work, health and safety Student discipline Appropriate behaviour Incident, injury, trauma and illness Confidentiality Privacy Family participation and communication Children with additional needs Anti-Bias Excursion Complaints and feedback Accident prevention Pastoral care First aid
Sources & Further Reading	Policy adapted from AIS NSW

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024