

## **Safety, Security and Property**

### **A guide for community languages schools accessing host schools**

Consider arranging for the Education Officer to be present when school keys are handed over to your school. The Education Officer can run through the following:

- correct use of parking facilities (safe drop-off and pick-up)
- opening and closing procedures
- proper entry and exiting of the school premises
- arming and disarming of school alarm
- location of fire extinguishers, emergency lighting, evacuation procedures and assembly point
- inspection of classroom procedure
- how to ensure classrooms are maintained
- teachers' use of classrooms
- playground supervision.

**For proper and respectful use of a school location, community languages schools are advised that they must conform to some simple procedures.**

Community Languages Schools staff must supervise their students at all times

- a. before lessons start
- b. during any class breaks
- c. after school until parents pick up students.

### **CLASSROOMS**

- a. classroom displays and arrangement of furniture are to be left as they were before the community language class used the room
- b. students are to be supervised when in classrooms
- c. food or drink are only to be consumed in the playground or designated areas.

### **RECESS/CLASS BREAKS**

- a. all students are to be fully supervised during breaks
- b. no students are to remain in classrooms during breaks unless it is raining
- c. all students should be kept in one area during recess/break to ensure safety and proper supervision.

Family members, carers, guardians and friends of students must not be allowed to wander around school premises but remain in allocated areas e.g. school playground.

## **OPENING THE SCHOOL**

- a. check for any damage, litter, or anything unusual in the building (classrooms, corridors, toilets, etc)
- b. check all classrooms before allowing students to enter and after each lesson
- c. check toilets for cleanliness
- d. keep main gates/entries safe: closed to outsiders if possible.

## **RESOURCES**

Unless agreed to with the host school, community language school's teachers should provide their own stationery and audio visual equipment and teaching resources.

## **CLOSING THE SCHOOL**

- a. check classrooms
  - windows and doors locked
  - whiteboards/blackboards cleaned
  - bins emptied (if required)
  - ensure classrooms are left clean and tidy when leaving e.g. floor, desks, chairs, lights off
  - alarms are on.
- b. ensure any other facilities the community language school uses are clean and locked e.g. toilets, hall, etc.

## **REPORTING TO THE HOST SCHOOL**

The community language school should report to the host school any damage they find or cause or anything unusual that requires attention. This can help ensure there is a professional relationship between the community language school and host school and that the community language school is not held responsible for any damage.

## **SECURITY**

The phone numbers of the community language school and host school contacts should be exchanged to make sure all parties can be made aware of any issues which may need attention.

Remember the three words: Safety, Security and Property and make use of the checklist to ensure a healthy, professional working relationship that can be enjoyed by the community language school and host school.