

**Safe Environment Policy**

The Safe Environment Policy helps prevent situations in which children are at an increased risk for abuse because of the physical characteristics of a building. A safe environment is one that increases visibility, ensures adequate supervision and controls access. This policy has been developed based on the National Safe Environment Policy (Policy Ed 24) and has been approved by the Ministry of Education.

**Visibility**

All staff must be aware of the need for visibility. Where possible, the management team will ensure visibility within the school through the following elements:

* Clear lines of sight throughout the building and in classrooms
* No locked doors, and where possible doors to have windows
* Classroom windows which are unobscured
* Bright lighting in all areas
* Landscaping that ensures open, visible spaces with no possibility of concealment
* Staff only rooms or unused spaces to be locked and accessible by staff only

**Supervision**

Clever Fish will ensure that the activities of children and staff are adequately supervised by ensuring:

* Adequate classroom and non-classroom (e.g. playground, hallways) supervision.
	+ Children are always supervised.
	+ There is always a minimum of 2 adults at Clever Fish supervising children.
	+ A ratio of no more than 5 children to 1 qualified teacher ensures adequate supervision.
* Periodic walk throughs of the building and grounds to ensure there are no unidentified persons on site
* Clever Fish has security cameras which cover all classroom areas. Other than in bathrooms, all activity is recorded. Parents are informed of these and, if needed, could view the recording.

**Access**

Clever Fish will ensure that access to children and staff is controlled by implementing the following:

* Restricting access to the school building and outside play/sports areas by fences and controlled gates;
* All visitors, volunteers and contractors must sign the visitors log on arrival and will be escorted around the premises, including to the school office, and where required wear a visitor’s badge identifying themselves;
* Ensuring all staff are aware of restrictions to noncustodial parents’ access to a child or children;
* Requiring that children are only released to authorized parents/guardians, except in the case of an emergency (noting that no child is to be released unattended);
* Requiring that parents notify the school when removing a child from the school other than at typical dismissal times;
* Ensuring that all fences, gates and access points are functioning properly and are in good repair.