



Nadeen School Health & Safety Policy

Our Philosophy

Fostering creative thinking and enterprising learning is essential to empowering individuals to grow and thrive in an ever-changing world. By encouraging curiosity, risk-taking, and problem-solving, we cultivate a mindset that embraces innovation and adapts to new challenges. Supporting learners in this journey involves creating environments where exploration is encouraged, diverse perspectives are valued, and failure is seen as a step toward success. As we inspire the next generation of Mavericks, we equip them with the skills and resilience needed to pursue their passions with purpose, helping them not only excel individually but also contribute meaningfully to society with a cause that drives them. By nurturing their potential, we unlock a future where creativity and entrepreneurship become catalysts for positive change.

Our Vision

To be a place where minds can rise and soar,

Where learners dream and seek for more.

Where progress blends with roots held tight,

Guiding souls towards what's right.

Inspiring a community, where learners embrace their individuality: rooted in values that prepare them to disrupt positively and shape the world with purpose.

Our Purpose

In our growing Nadeen School Family, we empower each soul to say 'I can be me ... in my own way'. We nurture every learner's potential by fostering an environment of compassion, courage, and creativity through progressive education.

Purpose: The Health and Safety at Work Policy at Nadeen School establishes comprehensive guidelines and practices to ensure the health, safety, and well-being of all employees, contractors, and visitors while on school premises. This policy encompasses specific safety measures addressing working at height, fall, trip, and slip prevention, electrical safety, and water safety to mitigate risks and maintain a safe working environment.

Scope: This policy applies to all employees, contractors, and visitors involved in activities on Nadeen School premises, including administrative offices, classrooms, outdoor areas, and facilities.

Policy Statements:**1. Working at Height:**

- (any situation where there is a risk of falling from one level to another, including but not limited to, scaffolding, roofs and platforms, using a ladder, and working near an opening in the floor or walls, when working alone)
- Employees and contractors must adhere to strict guidelines when working at height, including the use of appropriate safety equipment such as harnesses, guardrails, and ladders.
- Risk assessments and safety inspections will be conducted before any work at height activities to identify hazards and implement necessary control measures.
- Training and certification in working at height safety procedures will be provided to personnel involved in such activities.
- All work at height equipment and tools such as scaffolding, ladders, and MEWP will be inspected on a routine basis to ensure safe use.
- Students and visitors to the school are not permitted to work at height
- Staff are not permitted to work at height when students are present

2. Fall, Trip, and Slip Prevention:

- Measures will be implemented to prevent falls, trips, and slips throughout school premises, including:
 - Regular maintenance of walkways, stairways, and corridors to ensure clear passage and proper lighting.
 - Prompt cleaning and removal of spills or hazards identified to reduce the risk of accidents.
 - Installation of slip-resistant flooring and mats in high-traffic areas prone to wet conditions.

3. Electrical Safety:

- Electrical equipment and installations must comply with applicable safety standards and regulations.
- Regular inspections and maintenance of electrical systems, wiring, and appliances will be conducted to prevent electrical hazards such as shocks, fires, and short circuits.
- Employees and contractors will receive training on safe electrical practices, including proper use of equipment and reporting of any faults or abnormalities.

4. Water Safety:

- Safety measures will be implemented to ensure water safety within school premises, including:
 - Regular inspection and maintenance of water systems, including drinking fountains, plumbing fixtures, and swimming pools.
 - Installation of safety barriers, signage, and lifeguard supervision where applicable for water-related activities.



- Training and certification for staff involved in water supervision and emergency response procedures.

5. Emergency Procedures:

- Emergency response procedures, including evacuation drills and first aid training, will be implemented and communicated to all employees and contractors.
- Emergency contact information and procedures for reporting incidents or injuries will be prominently displayed throughout school premises.

6. Compliance and Accountability:

- Compliance with this Health and Safety at Work Policy is mandatory for all individuals on school premises.
- Responsibility for the implementation and adherence to safety guidelines lies with all employees, contractors, and visitors, supported by the school administration.

Implementation:

- The Health and Safety at Work Policy will be implemented by designated personnel responsible for health and safety management.
- Regular training sessions, safety audits, and inspections will be conducted to ensure compliance and effectiveness of safety measures.

Review and Revision:

- This policy will be reviewed annually to assess its effectiveness and relevance.
- Feedback from safety audits, incidents, and stakeholders will be used to enhance safety procedures and guidelines.

Conclusion: Nadeen School is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. By adhering to this Health and Safety at Work Policy and promoting a culture of safety awareness and compliance, we aim to prevent accidents, protect health, and ensure the well-being of everyone within our school community.

School Toilets and Changing Room Policy

Purpose: The School Toilets and Changing Room Policy at Nadeen School establishes standards and procedures to ensure cleanliness, hygiene, and safety in toilets and changing rooms. This policy aims to provide a sanitary environment that promotes health, privacy, and comfort for learners, staff, and visitors.



Scope: This policy applies to all toilets, restrooms, and changing rooms located within Nadeen School premises, including those used by learners, staff, visitors, and contractors.

Policy Statements:

1. Maintenance and Cleaning:

- Toilets and changing rooms will be cleaned and maintained regularly to ensure cleanliness, hygiene, and odour control.
- Cleaning schedules will be established and implemented to address high-traffic times and maintain sanitary conditions throughout the school day.
- Adequate supplies of soap, paper towels, toilet paper, and sanitary bins will be provided and regularly restocked.

2. Hygiene Practices:

- learners, staff, and visitors are expected to maintain proper hygiene practices while using school toilets and changing rooms.
- Hand washing with soap and water after toilet use and before handling food is encouraged and supported through signage and educational materials.
- Proper disposal of sanitary products and waste in designated bins will be promoted to prevent blockages and maintain cleanliness.

3. Privacy and Safety:

- Privacy partitions and secure locks will be installed and maintained in toilets and changing rooms to ensure privacy and security for individuals changing clothes.
- Lighting and ventilation will be adequate to enhance safety and comfort within toilets and changing rooms.
- Regular inspections will be conducted to address any maintenance issues promptly, such as plumbing leaks or broken fixtures, to ensure safety and functionality.

4. Education and Awareness:

- Educational programs will be implemented to promote responsible use of school toilets and changing rooms, including respect for shared spaces and facilities.
- Awareness campaigns on hygiene practices and cleanliness standards will be conducted among learners, staff, and parents to foster a collective responsibility for maintaining sanitary environments.

5. Reporting and Feedback:

- learners and staff are encouraged to report any concerns or issues related to school toilets and changing rooms promptly to school administration or designated personnel.
- Feedback from users will be gathered periodically to assess satisfaction levels and identify areas for improvement in facilities and services.

Implementation:



- The School Toilets and Changing Room Policy will be implemented by designated staff members responsible for facility management and hygiene standards.
- Training sessions and resources on hygiene practices and facility maintenance will be provided to custodial staff and other relevant personnel.

Review and Revision:

- This policy will be reviewed annually to assess its effectiveness and relevance.
- Feedback from inspections, user feedback, and stakeholders will be used to improve hygiene standards and facilities management.

Conclusion: Nadeen School is committed to providing clean, safe, and hygienic toilets and changing rooms for all individuals within our school community. By adhering to this policy and promoting a culture of respect and responsibility, we aim to create a positive and healthy environment conducive to learning and well-being.

Smoke, Tobacco, Drugs, and Alcohol-Free School Policy

Purpose: The Smoke, Tobacco, Drugs, and Alcohol-Free School Policy at Nadeen School establishes prohibitions and measures to enforce a substance-free environment on school premises. This policy aims to promote the health, safety, and well-being of learners, staff, and visitors by prohibiting the use, possession, or distribution of substances that are harmful or illegal.

Scope: This policy applies to all individuals present on Nadeen School premises, including learners, staff, visitors, contractors, and volunteers.

Policy Statements:

1. Prohibitions:

- Smoking, including the use of other tobacco products, electronic cigarettes (e-cigarettes), and vaping devices, is strictly prohibited on all school property, including buildings, grounds, and vehicles.
- The possession, use, sale, or distribution of tobacco products, illegal drugs, prescription drugs without medical authorization, and alcohol is prohibited on school premises and at school-sponsored events.



2. Enforcement and Consequences:

- Violations of the Smoke, Tobacco, Drugs, and Alcohol-Free School Policy will result in disciplinary action in accordance with school policies and regulations.
- Consequences for violations may include warnings, referrals to counselling or support services, suspension, expulsion, and/or legal action as appropriate.
- Visitors, including parents and contractors, are expected to comply with this policy while on school premises, and failure to do so may result in restricted access or removal from the premises.

3. Education and Prevention:

- Educational programs and activities will be implemented to educate learners, staff, and parents about the risks associated with smoking, tobacco use, drug abuse, and alcohol consumption.
- Prevention strategies, including peer support programs, counselling services, and community partnerships, will be promoted to discourage substance use and promote healthy lifestyles.

4. Support and Counseling:

- Counselling and support services will be available to learners and staff members struggling with substance use issues or affected by substance abuse.
- Confidentiality and privacy will be respected in providing support and assistance to individuals seeking help.

5. Compliance and Reporting:

- All members of the school community are responsible for upholding and enforcing the Smoke, Tobacco, Drugs, and Alcohol-Free School Policy.
- Suspected violations should be reported promptly to school administration or designated personnel for investigation and appropriate action.

Implementation:

- The Smoke, Tobacco, Drugs, and Alcohol-Free School Policy will be implemented by designated staff members responsible for learner welfare and behaviour management.
- Training sessions and resources on substance abuse prevention and intervention will be provided to staff and educators.

Review and Revision:

- This policy will be reviewed annually to assess its effectiveness in promoting a substance-free environment and supporting the health and safety of the school community.
- Feedback from incidents, prevention efforts, and stakeholder input will be used to enhance policy enforcement and education initiatives.

Conclusion: Nadeen School is committed to maintaining a safe and healthy environment free from smoking, tobacco use, drugs, and alcohol. By adhering to this policy and promoting

proactive measures, we aim to protect the well-being and academic success of all learners and create a positive school climate for learning and growth.

Sports Facilities Policy and Procedure

Purpose: The Sports Policy at Nadeen School establishes guidelines for the safe use, maintenance, and supervision of sports facilities to ensure the health, safety, and well-being of learners, staff, and visitors participating in physical education (PE) activities and sports events. This policy aims to promote physical fitness, sportsmanship, and enjoyment while minimising risks and maintaining high standards of safety across all sports facilities.

Scope: This policy applies to all sports facilities and equipment used for physical education classes, extracurricular sports activities, and school-sponsored events at Nadeen School. It encompasses areas such as the swimming pool, PE areas (e.g., gyms, fields), and playgrounds.

Policy Statements:

1. General Safety Guidelines:

- All sports activities will be conducted under the supervision of qualified instructors, coaches, or supervisors trained in sports safety and emergency procedures.
- Risk assessments will be conducted regularly to identify potential hazards in sports facilities and develop mitigation strategies.
- Safety guidelines and rules for each sports facility will be clearly communicated to learners, staff, and participants to ensure understanding and compliance.

2. Swimming Pool Safety: see Swimming Pool Emergency Action Plan

- Signage with pool areas rules will be posted in a prominent location
- Lifeguards certified in water safety and CPR will be present during all swimming activities in the school pool.
- The pool area will be securely cordoned off when not in use and equipped with appropriate safety equipment, including lifebuoys, spine boards, and first aid kits.
- Swimming proficiency assessments may be conducted to ensure learners' readiness for pool activities, with appropriate supervision and support for non-swimmers.
- The pool will be properly serviced, cleaned, and maintained.

3. PE Areas (Gyms, Fields):

- Equipment used in PE classes and sports activities will be inspected regularly for safety and maintained in good working condition.
- Adequate space and proper flooring materials will be provided in gyms and fields to minimise the risk of injuries during physical activities.

- Protective gear, such as helmets and pads, will be provided and required for activities where appropriate to ensure participant safety.

4. Playground Safety:

- Signage with playground area rules will be posted in a prominent location
- Playgrounds will be designed, maintained, and inspected to meet safety standards and guidelines for age-appropriate play equipment.
- Soft surfaces, such as rubber mats or wood chips, will be used under playground equipment to cushion falls and reduce the risk of injuries.
- Supervision by trained staff or volunteers will be provided during recess and playtime to monitor learner behaviour and ensure playground safety rules are followed.

5. Emergency Preparedness:

- Emergency response procedures, including evacuation plans, first aid protocols, and communication strategies, will be established and practised regularly for all sports facilities.
- Emergency contact information and procedures for reporting injuries or incidents will be prominently displayed and communicated to staff, learners, and visitors.

6. Maintenance and Inspections:

- Regular inspections and maintenance of sports facilities, equipment, and playing surfaces will be conducted to ensure safety and functionality.
- Repairs and maintenance issues will be addressed promptly to prevent accidents and maintain a safe environment for sports activities.

7. Education and Training:

- Training sessions on sports safety, equipment use, and emergency procedures will be provided to staff, coaches, and volunteers involved in supervising sports activities.
- Educational programs for learners will promote sportsmanship, fair play, and the importance of following safety guidelines during physical activities.

Implementation:

- The Sports Policy will be implemented by designated staff members responsible for sports facility management, safety supervision, and sports programs.
- Ongoing training and professional development opportunities will be provided to enhance staff readiness and effectiveness in ensuring sports safety.

Review and Revision:

- This policy will be reviewed annually to assess its effectiveness and relevance.
- Feedback from sports activities, safety audits, incidents, and stakeholders will be used to enhance safety protocols and guidelines.



Conclusion: Nadeen School is committed to providing a safe and supportive environment for sports and physical activities. By adhering to this Sports Policy and promoting a culture of safety, responsibility, and enjoyment in sports participation, we aim to foster learners' physical well-being, sportsmanship, and overall academic success.

Approved by: James Batts

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