# Health and Safety Policy




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**School Patron/s: Board of Governors**

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# Health & Safety Policy

## SCHOOL MISSION STATEMENT & GUIDING PRINCIPLES

***"We nurture, inspire and empower our students to strive for excellence in all that they do as responsible global citizens."***

We are committed to:

- Fostering a sense of identity and self-worth in each of our students.
- Developing life-long learners with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a well-rounded, confident adult.
- Promoting the well-being of the whole person in a caring, inclusive, innovative, safe and secure, multi-cultural environment.
- Striving for high academic standards and promoting rich co-curricular opportunities and in so doing we seek to support and challenge each of our students to recognise and maximise their full potential.
- Promoting respectful intercultural relations, increasing tolerance and acceptance of difference and fostering in our students the ability to perceive, welcome and respect diversity, while at the same time fostering an appreciation of Irish culture in which the school is rooted.
- Promoting awareness of and facilitating our students' ability to participate in, and contribute to, contemporary issues at local, national and global levels as informed, engaged, responsible and responsive global citizens.
- Honouring our duty of care to and protective responsibility for all students in achieving the realisation of the rights of the child.

## INTRODUCTION & RATIONALE

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the responsibility of the Board of Management ('the employer') to safeguard, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any school related activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all concerned.

# SAFETY STATEMENT

**The Board of Management, as employer, undertakes in so far as is reasonably practicable to:**

a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice

b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively

c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school

d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective

e. consult with staff on matters related to safety, health and welfare at work

f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors

g. Continually implement, review and develop the school's Emergency Response Plan and associated control measures in consultation with staff, students, parents/guardians and partners to safeguard the health and safety of all members of the school community from the impact of potential pandemic illness or other public health advisories.

The Board of Management is committed to playing an active role in the implementation of this policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.



**Signed:** _____

**Chairperson, Board of Management**

**School:** **Sutton Park School**

**Date:** **22.10.26**

# SCHOOL PROFILE

## School Occupants and Premises

During the school year, the school campus is occupied by approximately 75 staff members and over 640 students (from Junior Infants to Sixth Year). The school consists of the main buildings, Gym Hall, Hall Block, Science Block, Art room, L-Block and various other external buildings. The external features of the school grounds include the driveway, upper and lower car parks, hockey pitch, grass pitch, basketball court, junior playground and grass play area and other common areas including footpaths, courtyard garden, and areas of landscaping.

## Organisational Structure

Safety, health and welfare is the responsibility of the entire school community. The chart in Appendix 1 reflects a whole school approach to the promotion and development of safety, health and welfare at Sutton Park School. The school business office retains an up-to-date list of regular visitors providing services to school, e.g. external tutors, contractors or educational service providers and third parties using school facilities outside of school hours e.g. hockey club.

## Planning Procedures

The Safety Statement and Health & Safety Policy will be reviewed annually by the Board of Management or when changes that might affect workers' safety, health and welfare occur.

## Provisions for wheelchair users and/or persons with additional/mobility needs

- Permanent ramp access to main building and portable ramp access for other external access points on campus
- Accessible Toilets in Hall Block, Gym Hall, first floor of main building and Junior workroom
- Exit step edges painted
- Elevator located on ground floor of main building
- Vehicle access points to side and rear of campus
- Designated parking bays for drop-offs and pick-ups

# SCHOOL RESOURCES FOR SAFETY, HEALTH AND WELFARE

The following measures are in place to support safety, health and welfare in the school:

- Fire extinguishers are situated in all areas and staff are trained in their use
- Fire exits are clearly marked throughout the campus
- Regular announced and unannounced fire drills
- Agreed Procedures for School Intrusion (see Appendix 2) are reviewed annually as part of the Critical Incident Plan and communicated with staff at induction meetings at the start of each school year
- Evacuation maps are displayed in every room and teachers will review with students annually
- Fire safety doors are fitted in all corridors
- External fire escape from upper floor of old building
- A designated First Aid room is located adjacent to the main reception, and First Aid kits are available for general use in various locations and for school trips

- Several staff members and students are qualified as First Aid Responders, having received training in current first aid and basic life support skills
- Cleaning materials used by contractors are stored in designated secured areas and kept out of the reach of children
- A Student sign in/out facility (for students arriving late or leaving early) is provided in Reception, and linked to the school app for parent/guardian notifications
- Hand sanitation and workstation sanitation provisions are available throughout the campus
- Air purification and CO2 monitoring equipment is available in workrooms and classrooms throughout the campus
- All external walkways gritted and salted in winter months
- Smoke alarms are installed at key locations throughout school buildings to ensure early identification of fire hazards if/when they arise
- Procedures are in place for the checking of the school's electrical systems by a competent person(s)
- A copy of the school's Fire Register, containing all appropriate records of maintenance, inspection and testing of fire safety and emergency equipment is maintained in the school business office.

## ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE

The school business and administration offices maintain a list of the names, positions and duties of all persons with responsibilities for safety, health and welfare (e.g. fire drills, first-aid, maintenance of equipment, etc.) in the school, which includes:

### The Board of Management:

- complies with all relevant statutory requirements that relate to occupational safety, health and welfare as employer under the Safety, Health and Welfare at Work Act 2005, and commits to managing school activities in line with school policies and procedures
- provides a safe place of work and safe systems of work to ensure the safety, health and welfare of all staff (teaching and non-teaching) and non-workers who may be affected by a work activity in the school, so far as is reasonably practicable
- ensures that the school has written risk assessments and an up-to-date Safety Statement
- reviews annually the implementation of the Health & Safety Policy and the Safety Statement and/or when changes that might affect workers' safety, health and welfare occur
- sets safety, health and welfare objectives
- receives monthly reports on safety, health and welfare matters and discusses matters arising from same
- reviews the school's safety, health and welfare performance against sector standards and HSA/legal requirements
- allocates adequate resources to deal with safety, health and welfare issues as they arise
- appoints competent persons as necessary, to advise and assist the Board of Management on safety, health and welfare at the school.

## The Health & Safety Officer (Head of School)

The designated person for safety, health and welfare acting on behalf of the Board of Management is the Head of School, who is responsible for overseeing the safety provisions and for safety awareness in the school. The Health and Safety Officer should be consulted if any employee has queries regarding any of the safety provisions mentioned in this statement. The Head of School will regularly liaise with the Staff Health & Safety Representative(s).

## Responsibilities of the Health and Safety Officer:

- complies with the requirements of Safety, Health and Welfare at Work Act 2005
- reports to the Board of Management on safety, health and welfare performance
- manages safety, health and welfare in the school on a day-to-day basis
- communicates regularly with all members of the school community on safety, health and welfare matters
- ensures all accidents and incidents are investigated and all relevant statutory reports completed
- working with the Head of School, ensures regular fire drills, emergency procedures, training, etc.
- carries out safety audits, risk assessments and corrective actions (working with members of the Senior Management Team);
- ensures that regular reviews of the school's performance in relation to safety, health and welfare are carried out.

## Responsibilities of the Staff Health and Safety Representative(s):

Although ultimate responsibility for safety, health and welfare rests with the Board of Management, the role or function of the Safety Representative is to consult and make representations to the Head of School or the Board of Management on safety, health and welfare matters relating to colleagues (including non-teaching staff) in the school. (See Security Policy.)

Safety representatives may also:

- after giving notice to the Board of Management, investigate complaints relating to health and safety
- make representations to Health and Safety Authority Inspectors
- accompany Health and Safety Authority Inspectors carrying out inspections (except following an accident, although this may be allowed at the discretion of the Inspector)

If a Health and Safety Authority Inspector is carrying out an inspection, the Board of Management must inform the Safety Representative. This can be done by the Head of School, acting on behalf of the Board of Management. There are no duties associated with the safety representative but there are rights and functions, listed in the 2005 Act. The Safety Representative is entitled to time-off work, without loss of remuneration, to discharge their functions and to be trained for their role.

**Responsibilities of Teachers / Special Needs Assistants / Non-teaching staff:**

- comply with all statutory obligations on employees as designated under the 2005 Act
- co-operate with school management in the implementation of the Health & Safety Policy
- inform students of the safety procedures associated with individual subjects, rooms and tasks and ensure that students follow relevant safety procedures
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- check that equipment is safe before use
- ensure that risk assessments are conducted for new hazards
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the Health & Safety Policy.

**Responsibilities of Other School Users:**

- Other school users such as students, parents/guardians, volunteers and visitors should comply with school regulations and protocols relating to safety, health and welfare.

**Responsibilities of Contractors:**

Any contractor working in or on behalf of the school has a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013. Cooperation between the school and contractors can be summarised as follows:

- The school will make available the relevant parts of the Health & Safety Policy to any contractors working in the school on behalf of the school.
- The school will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must, on request, make available relevant parts of both their safety, health and welfare statements and risk assessments in relation to work being carried out at the school.
- Where the school is sharing a workplace with a contractor, they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

The school has a duty as a client if they engage a contractor to carry out construction work, e.g. where a school is getting construction work carried out, and duties as a Client under the Safety, Health and Welfare at Work (Construction) Regulations, 2013. These duties include:

- appointing competent designers and contractors
- appointing competent Project Supervisors for the Design Process (PSDP)
- appointing competent Project Supervisors for the Construction Stage (PSCS) where:
    - there is more than one contractor involved in the work
    - the work is scheduled to last more than 30 days (or 500 person days), or there is a particular risk involved
    - notifying the Health and Safety Authority if the work is scheduled to last more than 30 days (or 500 person days)

## RISK ASSESSMENT

Risk assessments involve identification of hazards (anything that has the potential to cause harm to people, property or the environment), then estimating the severity and likelihood of harm arising from such a hazard. By conducting timely risk assessments, the school can then put in place control measures to minimise risk or determine whether sufficient precautions have been taken to prevent harm. All activities at the school that could cause an accident or ill-health must be risk-assessed, in particular the most hazardous ones. The process of risk assessment allows the school to identify hazards and to identify and implement the appropriate control measures to eliminate the hazard or reduce the risk, so that they do not pose unnecessary danger to anyone. The HSA has developed risk assessment templates for a whole range of hazards common to schools and digital copies of most recent risk assessments (together with details of the persons responsible for carrying out risk assessments in each area of activity) are retained by school management and are available to view on request.

## HAZARDS – SITES & SOURCES

The following (in so far as they can be identified) are considered by the school to be a non-exhaustive list of sites or sources of potential safety hazards, and must be monitored and managed by the Health & Safety Officer, Staff Health & Safety Representative and any other relevant persons:

- Main fuse board area
- Power Distribution board
- Boiler House
- Staff kitchen
- School canteen and kitchen area
- Photocopiers and other electrical equipment in workrooms and classrooms.
- Sports pitches and sports equipment storage areas
- Electrical wiring
- Wet areas, toilet areas or areas with a water supply
- Doors and corridors (and associated movement of staff and students)
- Mobile equipment
- Play areas (glass, stones sticks, cans, etc)
- Broken or smashed windows
- Dampness and condensation
- Caretaker sheds
- Grounds Keeper equipment
- Science laboratories
- Art room
- Home Economics kitchen
- Gym Hall
- Cleaning materials - Members of staff or contractors using cleaning materials should familiarise themselves with the hazards associated with such materials and precautions should be taken in the event of spillage and splashes. All cleaning materials and equipment will be stored in a secured area.

# EMERGENCY PROCEDURES, FIRE SAFETY, SUPERVISION, FIRST AID, ACCIDENTS & REPORTING

## Fire Safety Measures

- Fire extinguishers are provided and correctly situated to meet safety requirements, and staff are trained in their use.
- The fire equipment shall be serviced every year or after every use by qualified contractors.
- Fire drill will take place at least once per term (either announced or unannounced). Staff will be notified of the first practice of the school year and rules for evacuation and assembly points will be outlined.
- Evacuation maps are to be hung in an agreed prominent place in each classroom with points of evacuation and assembly points clearly outlined.
- Fire exits are clearly marked throughout the campus and fire safety doors are fitted in all corridors.
- External fire escape is located on the upper floor of the old building.
- Procedures are in place for the checking of the school's electrical systems by a competent person(s)
- a copy of the school's Fire Register, containing all appropriate records of maintenance, inspection and testing of fire safety and emergency equipment is maintained in the school business office.

## Fire Safety Procedures

The following are the procedures for classes in the event of the activation of a fire alarm.

1. The alarm sounded will be the school alarm, which will ring for a period of 5-10 seconds.
2. Class teachers will walk their class calmly from the classroom following their designated exit paths.
3. Designated members of staff in each area of the school will have the responsibility for ensuring that all doors are closed and that toilet areas are empty and secure.
4. For Junior School classes, the Roll Book is the only item to be taken from the classroom (all coats, school bags, personal belongings etc. are to be left in the classroom).
5. Students will be instructed to walk in orderly manner.
6. Each class / year group will walk to their designated assembly point.
7. The class teacher / Year Head will call the roll immediately on arrival.
8. Those students attending Learning Support or EAL support and/or with a physical disability will be accompanied to their designated assembly line and handed over to the class teacher / Year Head by the relevant members of staff.
9. Any problems/directions arising from these fire drills will be notified to and recorded by the fire marshals (5-6 required and trained).
10. All school personnel are members of an 'SPS Emergency' WhatsApp group. In the event of a fire on the school campus, it is the responsibility of the member of staff who first encounters it to immediately contact the Head of School or Deputy Principal by mobile phone. The fire safety procedures outlined here above will then apply.

## Assembly / Dismissal Procedures and Supervision

1. Parents/guardians will be advised each term that students present on the school campus before 8.15am are not covered by insurance.
2. Parents/guardians may not accompany their child into the school buildings.
3. Parents who wish to speak to a staff member must proceed to the main entrance of the school to make an appointment with the receptionist, or email a teacher directly to arrange a suitable meeting time.
4. At home time Junior to Grade 3 classes will be escorted by their teachers to the door of reception.
5. All students from Junior Infants to Grade 3 will be handed over in person only to the parent/guardian or an authorised collector. If a person unknown to the teacher arrives to collect a child, the said person must wait at reception until such time as their identity can be verified and the relevant student discharged into their care.
6. If a child in Junior or Intermediate School is allowed to walk home alone, written permission from the parent must be submitted to the office
7. No one is permitted to bring bicycles, buggies/strollers into the school building.
8. Animals or pets are not permitted on school grounds or inside school buildings at any time, unless previously authorised or permitted as part of enrichment or co-curricular activities.
9. For the safety of the children at dismissal times no unauthorised vehicles are permitted on school grounds. Children attending the various after school clubs/activities are to be collected at their designated exits.

## Supervision of Students (Junior/Intermediate)

1. Two teachers, one in each play area, will at all times be present in the yard while the students are at play there.
2. During inclement weather, students will remain in their classrooms and be supervised by two teachers patrolling the corridors.
3. On inclement days pupils must remain seated in their own places and occupy themselves quietly.

## Supervision of Students (Senior)

The Deputy Principal is responsible for supervision and substitution in the senior school. There is dry day supervision, where the focus is on exterior areas of the campus e.g. the pitches and site perimeter. The focus for wet day supervision is primarily building interiors. Staff are rostered and allocated areas of responsibility for supervision for the entire school campus outside of class times. Supervisors are instructed to be mobile and to report any incidents or matters of concern to school management without delay. In the event of teacher absence, substitution is arranged as per Department and Child Protection guidelines.

## First Aid and Accidents Involving Students

1. Cases of injury and/or illness will in the first instance be dealt with in the First Aid room at reception. Fully stocked first aid kits (which are compliant with current legislation and guidance) are available for general use at all times. (Where it is deemed necessary and/or appropriate, parents/guardians will be notified in writing of cases of minor injury/illness.)
2. In more serious cases (e.g. broken bones, suspected fracture, serious sprains, suspected concussion etc.), students will be treated at the scene of an accident or wherever is most appropriate given the presenting circumstances of the injury or illness. They will be treated in line with PHECC (Pre-Hospital Emergency Care Council) clinical practice guidelines. In cases where a child is required to attend for medical treatment the school shall contact by phone parents/guardians to arrange for them to accompany their child.
3. In the event of an emergency and where a parent/guardian is unavailable or uncontactable, a qualified member of staff will act in loco parentis and accompany the injured or ill child to further medical treatment if required, remaining with the child until such time as a parent / guardian is in a position to attend. Where the nature of injury or illness does not require an emergency response, the person(s) previously nominated by the child's parent/guardians as alternative contacts will be contacted to respond appropriately on their behalf.
4. All accidents must be documented using an Incident Report form as soon as possible. In certain cases of serious injury, illness or harm, a report may be made internally to the Board of Management, or externally to other parties such as the school's insurers / the Health & Safety Authority / State Claims Agency or other bodies as appropriate, via the school's Business Director.
5. Details pertaining to individual students with pre-existing/diagnosed medical conditions will be stored on the school's Medical Tracker, to which all staff have access. In addition, actions necessary in the event of medical emergencies involving such students will be displayed at in the Staff Room. (See Administration & Storage of Medicines & Medical Devices Policy.)

## Accident/ Incident Reporting

All potentially serious accidents, whether involving staff, students or members of the public must be reported immediately to info@sps.ie with subject "Accident Report". This is necessary to monitor the implementation of safety standards and to ensure that proper medical attention is given when required. An Accident Report eFolder is retained for recording all health and safety incidents. The school must keep records of all accidents for a period of 10 years.

**The following types of accidents must be reported to the Health and Safety Authority:**

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work at or on behalf of the school.
(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).
(c) a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either

a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
(d) a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.
(e) If a student is injured as a result of a school-related activity and requires medical treatment by a registered medical practitioner this may be reported to the Health and Safety Authority.

## CRITICAL INCIDENTS

The school has a Critical Incident Plan for responding to an emergency or critical incident. This plan includes:

- A list of persons responsible for coordinating and implementing the plan and details of their specific duties
- A list of the steps in the school's procedures for dealing with a variety of emergency and critical incident situations including fire, flood, bomb scare and other incidents such as serious injury or death
- Procedures for liaison with families of those affected by a critical incident
- Details of local and national emergency and support services such as Gardai, Fire Service, Ambulance, NEPS (National Educational Psychological Service), local doctors and hospitals
- A list of the resources used by the school in drawing up its critical incident plan

## INSTRUCTION, TRAINING AND SUPERVISION

Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training should be given in the following circumstances:

- on recruitment
- in the event of a change of task assigned to a staff member, e.g. if a teacher who is a first responder goes on **leave**, then **they** will need to be replaced and another teacher may need the relevant first aid training
- the introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
- the introduction of new technology by the employer
- if a risk assessment identifies that training is necessary

Refresher training is a short-term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first responder and manual handling training should be completed every 2 years. A record of all training undertaken by staff in relation to safety, health and welfare will be maintained.

**Safety training of all authorised school personnel will include:**

➢ instruction in manual handling methods where applicable.

➢ advice on the use of personal protective equipment and safety equipment available.

➢ advice of the nature and location of fire equipment and how it is safely operated.

➢ notification of any change in safety procedures

## COMMUNICATION AND CONSULTATION

All students, parents/guardians and visitors to the school have access, as appropriate, to the Safety Statement (available on the school website). All staff must be aware of the content of the Safety Statement, health and safety and procedures, risk assessments, results of audits and results of performance reviews. Information pertaining to nearest emergency first aid kits, fire evacuation points and general emergency procedures will be displayed around the school. The names of all persons with responsibilities for safety, health and welfare and emergency procedures and specific hazards and control measures will be communicated to all staff including substitute, temporary and new employees and those returning from leaves of absence.

The school has procedures for inviting staff to contribute to the risk assessment process and any review of the safety statement that takes place and for facilitating the input of staff into improvements on the way safety, health and welfare is managed.

## HEALTH & WELFARE

**Members of staff and all others working on the school premises are reminded that:**

1. Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Head of School / Principal of any known side effects or temporary symptoms which could hinder their work performance, and which may be a danger to either themselves or their colleagues or students.
2. Substance use – staff must not attend the premises or carry out duties if under the influence of illicit substances. (Any person found breaking this rule will be referred to the Board of Management for disciplinary action.)
3. In keeping with national legislation, smoking and vaping is forbidden inside school buildings and on the school premises. (See copies of student Code of Behaviour and Staff Handbook.)

## MONITORING, REVIEWS AND UPDATES

All policies and procedures pertaining to safety, health and welfare will be ratified and reviewed by the Board of Management and communicated to the school community where relevant. These include:

- School Trips Policy
- Anti-Bullying Policy
- Code of Behaviour
- Child Safeguarding Statement

- AEN Policy
- Acceptable Use Policy
- Wellbeing Policy
- Counselling Policy
- LGBTQ+ Policy
- Critical Incident Plan
- Anti-Racism Policy
- Security Policy
- Administration & Storage of Medicines & Medical Devices Policy

**This statement and policy were ratified by the Board of Management on 22nd of October 2026.**

This policy has been made available to school personnel, published on the school website (otherwise readily available to parents /guardians and students on request) and provided to the Patron and Parent Teacher Association. A copy of this policy will be made available to the Department if requested. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website (otherwise readily available to parents and students on request) and provided to the Patron and Parent Teacher Association. A record of the review and its outcome will be made available, if requested, to the Department.

**Signed:**





**_____** **Signed:_____**

**(Chairperson of Board of Management)** **(Head of School)**

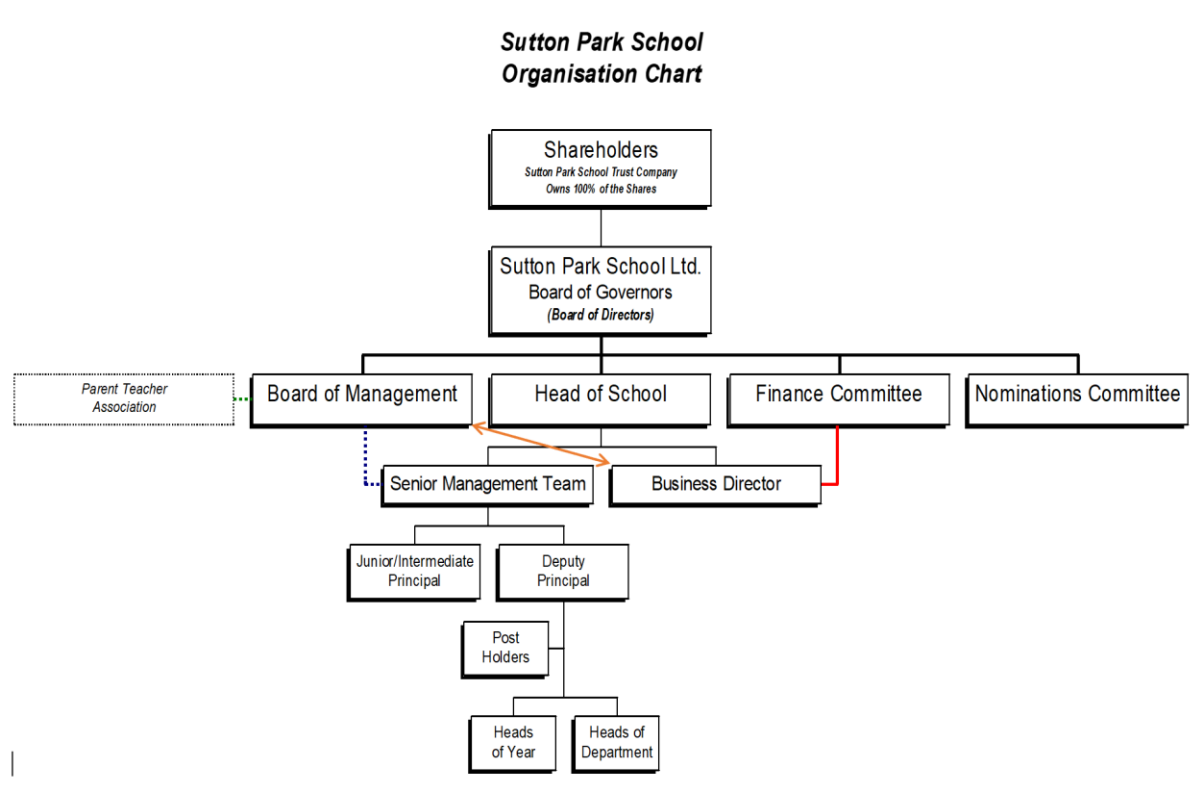
**Date: 22nd October 2026** **Date: 22nd October 2026**

**Date of next review: October 2027**

# APPENDIX 1

# ORGANISATIONAL STRUCTURE

Safety, health and welfare is the responsibility of the entire school community. The chart below reflects a whole school approach to the promotion and development of safety, health and welfare at Sutton Park School. The school business office retains an up-to-date list of regular visitors providing services to school, e.g. external tutors, contractors or educational service providers and third parties using school facilities outside of school hours e.g. hockey club.



# APPENDIX 2

# PROCEDURES FOR INTRUSION ON SCHOOL CAMPUS

All school personnel will be members of an 'SPS Emergency' WhatsApp group. In the event of an intruder entering the school campus, it is the responsibility of the member of staff who first recognises / becomes aware of an intruder threat to immediately contact the Head of School or Deputy Principal by mobile phone. The following critical incident procedures will be then implemented:

- A member of the Critical Incident Team will alert school staff to the intrusion (and known location) using the SPS Emergency text group.

- Staff and students (supervised by relevant staff members) will in the first instance endeavor to safely evacuate school buildings, only where doing so will not place them at immediate risk of an encounter with the intruder(s).

- Staff who are not in a position to safely evacuate their workstations or teachers who are not in a position to safely evacuate students from their classrooms will close their office / classroom doors, windows and blinds and instruct students to remain calm, quiet and out of sight.

- Staff and teachers remaining in school buildings will be instructed not to open their doors until the All Clear has been given by using the SPS Emergency chat group.

- Teachers and staff not in a classroom / office / building (e.g. at the basketball court, playground at the front of the school, on the astro pitch or back pitch) will remove themselves and the students in their care from the school campus as quickly as possible.

- At the end of the intruder incident a member of the CIMT will signal the environment is safe by SPS Emergency group via an 'All Clear' text message.

- Teachers and staff will then assemble with the students, as for fire drill, on the back pitch for roll call