

SAFETY POLICY

Here at Maria Regina Grade School, our primary objective is the safety of each student.*

As such, we have compiled a School Emergency Response Plan (S.E.R.P.), which takes into consideration 19 scenarios. The Plan is in keeping with international standards and updated annually. Each member of staff at our school, from Administration to Ancillary, has access to this document.

Each classroom is equipped with Safety documents: Roll Book, Parent Emergency Contact Information, Telephone Tree, Medical Information (information that is pertinent to a health or medical issue relating to a student and of which the School has been notified), S.E.R.P. and templates for use during an actual Drill/Emergency.

If there is a change in contact or medical information, parents are advised to provide the changes to the Class Teacher, in writing. Otherwise this exercise is carried out at the beginning of each term.

As a part of the Morning Meeting schedule, once a week, Class Teachers and Subject Teachers practice various Safety routines, both in and out of the classroom.

There is at least one Drill per Term.

In the event of an emergency, one of the following methods will be used to attempt to communicate with you:

1. Activation of each Class Teachers' Telephone Tree
2. Mass Emailing

In addition, information will be posted on the school's website.

If you need to contact the school, you may use the following:-

1. Contact the Class Teacher (mobile, app, text or email via website)
2. Contact the school (telephone, email via website)

Should evacuation be necessary, the Muster Point for our school is Lord Harris Square. Parents will be allowed to come to the Square after access has been granted by the school's Safety Team. In addition, parents will be allowed to take their children after permission has been obtained by the Principal.

Visitor access to the school's compound is as follows:-

- Parents may come onto the compound in the morning until 8:00a.m. and from 2:00p.m. onwards.
- During the school day, all visitors are to enter through the Garden Gate and proceed to the Office and sign in.

Parents/visitors are not allowed upstairs, in any classrooms or rooms unless permission is granted. Access is ONLY allowed for common areas on the ground floor, such as the Administrative Offices and Hall. There is a washroom designated for adults on the ground floor

Students are not allowed to leave the school's compound during the school day, unless permission is granted in advance and they are accompanied by parent/authorized adult. Discretion will be used in cases of emergencies, for advance permission. Students are not allowed to purchase items from the Tea House or the Lolly vendor and then return to the school's compound.

Parents are not allowed to meet their children while on an Outing/Field Trip, unless prior authorisation has been granted. Also parents who have accompanied students on a Field Trip are only allowed to take their children home separately afterwards, when prior permission has been granted. Discretion will be used in cases of emergencies, for advance permission.

We advise that Child Care is an official school structure designed for the safety of our students. Any parents who undertake to keep children on their own, after 3:45p.m. will be held legally responsible for the safety of those children. Parents who are involved in these arrangements are asked to provide to administration, a letter to that effect.

*In cases where a child attempts to injure himself/herself, the parent will be immediately contacted. It is the responsibility of the parent to come to the school forthwith, to address the situation. Only in cases of bleeding, broken limbs or issues with breathing, will the school immediately seek medical treatment either at Port of Spain General Hospital or St. Clair Nursing Home.