Child Protection Legislation

Employees, contractors, volunteers, ministers of religion, teacher interns and other persons in direct contact with children, where that contact is not directly supervised, are subject to a ‘Working With Children Check’ for screening purposes. Such persons should also complete a ‘Working with Children Check – Declaration for volunteers and contractors’ form. This form is available at the school office.

For further information please contact:

Mr David Crowe (School Principal)
Phone: 02 6571 2250
Welcome to Singleton Public School

For your safety and the safety of others it is a condition of entry to this worksite that you take a few minutes to read this brochure.

The NSW Department of Education and Communities (the Department) is committed to ensuring a safe and healthy working and learning environment for staff, students and visitors to schools, colleges and all other workplaces across the organisation, in accordance with its legislative obligations.

Mandatory requirements

- All visitors are required to report to the main office on arrival and sign in.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education and Communities premises.
- All contractors to have completed
  - Safety procedures for engaging Department of Commerce contractors.
  - Safety procedures for engaging Independent contractors

Smoking

Smoking is not permitted on DEC premises

Alcohol and Illegal Drugs

Alcohol and illegal drugs are not permitted.

Weapons

Weapons, including knives, are not permitted.

Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at the main office prior to entering the site and have Material Safety Data Sheets for the goods.

Injuries/Hazard Reporting

All injuries and hazards which have the potential to cause injury, must be reported to the main office. Injuries will be recorded in the Register of Injuries. First Aid treatment is available at the main office.

Emergency Procedures

In a life threatening emergency

DIAL 000

For Fire, Police and Ambulance

In ALL CASES, advise the Principal

Exits

For your safety, make sure you know the location of your nearest exit.

Emergency Evacuation

Evacuation plans, including maps showing the muster location are on display at various locations around the School and also in this brochure.

The sounding of a long continuous ringing of the school bell will signal an emergency evacuation. All persons should leave the school buildings immediately in a calm and orderly manner and proceed to the muster area. If time permits, classroom and office doors and windows should be closed. Report to the office staff on arrival at the muster point.

Lock-down Procedure

The sounding of repetitive short rings of the school bell will signal a lock-down. During class time: lock all doors/windows, reduce visibility of students, turn off lights and remain quiet and hidden until lock-down is over. When lock-down is over, an evacuation bell will ring and all persons will be required to follow the procedure for Emergency Evacuation above.

Lock-out Procedure

The sounding of repetitive long (5 second) rings of the school bell will signal a lock-out. Follow procedures as per Emergency Evacuation however inspect the classroom/work area and corridors for articles that are unusual, suspicious or unaccounted for and report findings to the Area Warden and ensure doors are LOCKED before leaving the area.

Emergency Alarms Summary

Emergency Evacuation – long continuous ringing of bell
Lock Down – repetitive short rings of bell
Lock Out - repetitive long (5 second) rings of bell