

Safety (Emergency) Split process

Safety (Emergency) splits are to be organised by each classroom teacher in preparation for any unforeseeable event which may compromise the safety of the students in the classroom (or other school setting, eg hall/library). Events may include a medical emergency, an accident, a student demonstrating unsafe or threatening behaviour, an unexpected WHS situation (eg sparking power point) etc. In such a situation, the classroom teacher may need to send their class out of the classroom in an organised and rehearsed manner to go to other classrooms for supervision so that the teacher can manage the emergency.

Students are only split to classes in their stage or to other classes as part of the school's risk management procedures.

All students in the class need to be informed, ahead of time, of their emergency split class. They should have opportunities to practice the emergency split and should be aware of the calm, responsible way they are to exit their classroom and go immediately to their emergency split classroom. **The teacher is responsible for phoning the office to advise that an emergency split has been made and why.**

A copy of the emergency split is to be placed in the perspex document holder mounted near the classroom door that contains emergency information.

In the event of an emergency, ask students to follow the emergency split process.

Students are to leave their belongings (except pencil case, if it is currently with the student) and go to their emergency split class. They are not to get belongings from anywhere else in the classroom, nor should they stop to collect their school bags/hats/jumpers etc. They should exit the classroom/school setting quickly and walk calmly and quietly, following school transition expectations.

The office will have a copy of emergency split classes. If students have been sent to their emergency split class and the classroom is empty, they should go to the adjacent classroom where the teacher there will phone the office to check where the class will be (library, computer, etc) and send them there if safe to do so.