



Policy Name: National Safe Environment Policy	
Policy Code:	ED 24
Approved in:	August 2016
Next Review in:	August 2018
<p>Cross References: This policy should be cross-referenced with the following:</p> <ul style="list-style-type: none"> • Strategic Goal 4 of the Cayman Islands Strategic Plan for Education • National Consensus on the Future of Education in the Cayman Islands <p>Guidance documents produced by the Ministry of Education, Employment and Gender Affairs that accompany this policy are as follows:</p> <ul style="list-style-type: none"> • A Model School Safe Environment Policy 	

INTRODUCTION

The Cayman Islands Bill of Rights (Bill of Rights) outlines the responsibilities of the government and public officials to protect and safeguard children and young people.

A Safe Environment Policy helps prevent situations in which children are at an increased risk for abuse because of the physical characteristics of a building. A safe environment is one that increases visibility, ensures adequate supervision and controls access.

The Ministry of Education is committed to working with the Department of Education Services (DES) and schools to develop welcoming, supportive and inclusive learning environments that promote the well-being of all students and staff.

The Ministry of Education wishes to promote a ‘spirit’ of child protection and establish the baseline expectation of supervision of students. The Safe Environment Policy dictates what the responsibilities of staff are in protecting and perpetuating a safe environment for students.

AIMS

This policy aims to:

- Set out the responsibilities of all Government schools to ensure safe environments
- Establish consistent expectations about what constitutes a safe environment
- Promote an understanding of a safe environment among students, staff and parents

POLICY STATEMENT

1. The Ministry of Education requires that all schools and other government educational establishments have a safe environment policy which sets out to address the issues of visibility, supervision and access –
 - a) Where feasible, the Senior Management Team will ensure visibility within the school by providing:
 - Clear lines of sight throughout the building and in the classrooms
 - Landscaping that ensures open, visible spaces with no possibility of concealment
 - Doors with windows



- No locked doors
 - Classroom windows should not be obscured
 - Bright lighting in all areas
 - Locked unused areas or room accessible by staff only
- b) Ensure that the activities of children and staff are adequately supervised by implementing the following:
- Adequate supervision in the classroom, as per the established formula for staffing
 - Adequate playground and non-classroom supervision (for example, hallways, stairwells, and so on)
 - Periodic walk-throughs of the building and its grounds to ensure there are no unidentified persons on site
 - Where appropriate, monitoring devices such as security cameras could be installed in key zones
- c) Ensure that access to children and staff is controlled by implementing:
- Signs posted around the school directing visitors to school office
 - Requiring that all visitors, volunteers, and contractors sign in at the main office and wear a visitor badge identifying them at all times
 - Ensuring all staff are aware of restrictions to noncustodial parents' access to a child or children
 - Requiring that children entering or leaving at times other than typical arrival or dismissal do so only with parental permission, except in the case of emergency
 - Requiring that when removing a child from the school, parent/guardian should notify the school office and sign the child out.
 - Ensuring that all fences, gates, and so on surrounding the grounds are functioning properly and in good repair
2. Policy expectations are expected to be made clear to parents, students and staff so that if violations occur, they are dealt with appropriately and quickly

SCHOOL SAFE ENVIRONMENT POLICIES

School safe environment policies must:

- Be based on the National Policy and address:
 - Increased visibility
 - Adequate supervision
 - Controlling access
- Be approved by The Department of Education Services (DES) before implementation

ROLES AND RESPONSIBILITIES

The Ministry of Education will:

- Provide National policy expectations.
- Provide a framework as the basis for individual school safe environment policies.
- Provide support to the DES with the implementation of the policy by:
 - Devising child protection training for DES and school staff



- Providing the framework for schools to address violations of the safe environment policy

The Department of Education Services (School Improvement Officers) will:

- Establish monitoring procedures to ensure school policies are compliant with National Policy expectations
- Ensure school policies are implemented and maintained
- Work collaboratively with other agencies and stakeholders to develop and maintain appropriate systems for supporting child protection initiatives within schools

School leaders will:

- Implement individual school based safe environment policies
- Monitor and review safe environment provision and practice in their schools
- Maintain accurate records of violations of the safe environment policy to be reported to the DES
- Facilitate on-going professional development on issues relating to child protection

School staff will

- Effectively implement and follow the school's safe environment policy
- Report and record reported violations of the safe environment policy

APPROVED



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APPENDIX I: MODEL SCHOOL SAFE ENVIRONMENT POLICY

A MODEL SCHOOL SAFE ENVIRONMENT POLICY

(May 2016)



School's Safe Environment Policy

(Sample front cover)

..... School

Approved and adopted - Date

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, Department of Education Services (DES) representatives and partner agencies.

Review Date

SIGNATURES

**Student
(via the Student Council)**

Child Protection Officer

DES Senior School Improvement Officer

Principal



SAFE ENVIRONMENT POLICY

Visibility

All staff will be aware of the need for visibility. *Where feasible*, the Senior Management Team will ensure visibility within the school through the following:

- Clear lines of sight throughout the building and in the classrooms
- Landscaping that ensures open, visible spaces with no possibility of concealment
- Doors with windows
- No locked doors
- Classroom windows should not be obscured
- Bright lighting in all areas
- Locked unused areas or room accessible by staff only

Supervision

..... <insert school name> will ensure that the activities of children and staff are adequately supervised by implementing the following:

- Adequate supervision in the classroom, as per the established formula for staffing
- Adequate playground and non-classroom supervision (for example, hallways, stairwells, and so on)
- Periodic walk-throughs of the building and its grounds to ensure there are no unidentified person on site
- *Where appropriate*, monitoring devices such as security cameras could be installed in key zones

Access

..... <insert school name> will ensure that access to children and staff is controlled by implementing the following:

- Signs posted around the school directing visitors to school office
- Requiring that all visitors, volunteers, and contractors sign in at the main office and wear a visitor badge identifying
- Ensuring all staff are aware of restrictions to noncustodial parents' access to a child or children
- Requiring that children entering or leaving at times other than typical arrival or dismissal do so only with parental permission, except in the case of emergency
- Requiring that when removing a child from the school, parent/guardian should notify the school office and sign the child out
- Ensuring that all fences, gates, and so on surrounding the grounds are functioning properly and in good repair

Disclaimer: This policy does not include emergency planning strategies, such as preparing for natural disasters, preventing violence, or implementing lockdown procedures.



Safe Environment Policy Statement of Receipt and Agreement

I understand that as a person working with and/or providing services to children at
<insert school name> >, I am subject to a criminal background check. My signature confirms that I
have read and understood the Safe Environment Policy, and that I agree to comply with the standards
contained therein. I understand that any action that violates this policy may result in disciplinary action
up to and including removal from <insert school name>.

Name: _____

Signature: _____

Witness: _____

Date: _____

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