



4.2.11

St Leonard's Primary School Physical Safety & Security Policy

Rationale:

- Students have the right to work and play in a school environment that is safe, secure, well maintained and stimulating. Similarly, staff has the right to work in a safe, secure and well-maintained environment.

Aims:

- To identify and respond to risks within the school, including buildings, playgrounds and the carparks.
- To prevent and mitigate the risks of child harm, injury or distress in the school environments.
- To ensure that the school's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner.
- To monitor, update and implement both short and long term plans for the improvement of buildings and grounds.
- To ensure that car parking procedures are followed to ensure the safety of all.

Fencing

- The perimeter of the school is completely fenced to prevent unauthorized access to the school buildings and grounds. Gates are opened at the commencement of "Out of School Hours Care" at 7:30 am to allow children to be dropped off and locked at 9:00 am in order for parents to vacate the property. Gates are reopened at 3:00 pm to allow children to be picked up after the 3:15 pm dismissal bell. The Principal regularly advises parents/carers through the school newsletter that children are not permitted to be unsupervised on the school grounds beyond these hours. During school hours, access to the grounds and buildings is through the front office. All teachers carry a master key to all padlocks.

•

Movement of Children

- All children must move to and from various classrooms in an orderly manner. They should walk in pairs and be accompanied by a teacher.
- Children are to travel in pairs whenever they are out of the classroom during lesson times. ie. Going to the toilet, office, sick bay, or any other errand deemed necessary by the classroom teacher.
- When using stairways in the school, students are to use walking pace and keep to the left at all times
- No student is permitted to run inside the school premises

Car Parks

- Car parks are clearly marked and parents are reminded as to the procedure for correct parking (driving and pedestrian access – see below) through the weekly newsletter. Teachers on Yard Duty supervise the car park to ensure students safely exit from the grounds. Teachers also monitor to ensure drivers adhere to safe procedures within the car park.

Parking & pick up procedures

1. Back Car Park off Allen Street

- Parents may park and walk to collect children from classrooms.

- Parents may drop children off or pick children up at a designated point that is clearly marked. If a child is not ready, parents are asked to drive on and circle the area until their child is ready.
- Children must wait behind the fence.
- Pedestrians must use marked footpaths.
- 5 km. per hour speed limit is required.
- Directional arrows must be followed.

2. Front Car Park

- Parking is available behind and in front of the Community Centre.
- There is NO designated drop off/pick up zone in the front car park.
- Parents using this car park MUST park the car and escort their child to and from the school grounds.
- Some parents park in local streets. They are asked to abide by parking signs and display courtesy to neighbours.

Building & Grounds:

- The principal assumes the overall responsibility for ensuring that the buildings and grounds are maintained. If the need for assistance is required, the principal will approach the Parish Education Board to appoint a buildings and grounds subcommittee.
- The principal or a building & grounds subcommittee (if appointed) will be responsible for organising and implementing the grounds' maintenance contracts and rosters, as well as organising working bees for a grounds' development project.
- All decisions made will be in line with the School Master Plan and the grounds' development plan.
- All matters associated with buildings maintenance, including audits, tenders and works, will be coordinated by the Principal or a buildings and grounds subcommittee (if appointed).
- There is a designated time at all staff meetings for OHS issues to be discussed in relation to the physical safety and security of the school.
- Teachers on yard duty are constantly alert to potential hazards and take appropriate action to cordon any unsafe area and alert the Principal or OH&S representative of the potential risk
- Playground access is reviewed and adapted according to intermittent risks (e.g crowding, hazards caused by inclement weather or hazards caused by unforeseen circumstances)

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.