Emmaus Catholic College
Kemps Creek

Road Safety Procedures

2016

November 2015
To be reviewed December 2016
Roles and Responsibilities:

It is the role of the WH&S Committee to monitor and suggest the adequacy of road safety within the school. If any recommendations arise from the Committee the WH&S Convenor (Assistant Principal) will communicate these concerns to the Principal and appropriate action taken. The WH&S Committee is:

- Assistant Principal and WH&S Convenor  (Melinda Bowd).
- Business Manager Principals Representative (Paul Moran)
- Chairperson WH&S Committee (Steven Bauer)
- Staff nominated Committee Member (Ross Ashdown)
- Staff nominated Committee Member (James Borg)

In the case of an incident related to transport the Assistant Principal should be contacted immediately.

Road Safety Procedures and Expectations:

Students travelling to and from school by private vehicle

Students travelling to and from school are to be dropped off and picked up in the drop off area outside the College gates and not in any part of the staff car park. This applies all year round in wet or dry weather. No students are to be dropped off or picked up in the staff car park between 8.00 am and 9.30 am and 2.00 pm and 3.30 pm. This is for the safety of our students, parents and staff. Should a student be physically incapacitated or requires special need, application can be made to the Assistant Principal or Principal for a drop off and pick up permit. Any Parent / Caregiver having business with the College (i.e. school fees, interview etc) during those hours are welcome to enter the staff car park and park his / her vehicle in a parking bay. If no parking bays are available, parking is available in Bakers Lane outside the College gates. Parking on the kerbside of the staff car park is not permitted. (see Staff Handbook)

TRAVELLING

Conduct when travelling reflects the student's respect for herself or himself. It also has bearing on the good name of the College and on the student's reputation.

- When travelling to and from College, or on excursion, the appropriate uniform should be worn.
- When travelling to and from College, students are to use the most direct route and the first available transport. Please read fine print on concession tickets for details of travel conditions.
- When returning from an excursion, a student may be permitted to terminate the journey if a note from the parents requesting the same is presented to the teacher in charge.
- Lost bus passes/opal cards are the responsibility of the individual students to have replaced. Replacement forms are available from the drivers and a fee to the Bus Company is involved.
Students are expected to travel quietly and with courteous consideration for the driver and other travellers at all times.

Busways provides transport for the majority of students. Their phone number is Busways Penrith 9625 8900.

Year 12 Students who wish to drive to and from College may do so only with the permission of the Assistant Principal. Formal application must be sought giving the name of the student and any passengers who may travel with him / her. Under no circumstances is any student who is not authorised to travel in a car with a particular Year 12 student to do so: There will be no exceptions. Notification that Year 12 students may drive cars will be given by the Principal or Assistant Principal (School). Students should not drive to school until such notification is given. (see Staff Handbook)

SUPERVISION AND PLAYGROUND DUTY IN 2016
(27/1/16)

• All staff should wear the reflective vest whilst on supervision and take the following items: a whistle, snake bite kit, epi-pen, biro, plastic bags and walkie-talkie with them to be used during playground supervision.
• All members of staff are responsible for providing adequate supervision to students while on the school premises or elsewhere in their care.
• EARLY MORNING DUTY commences at 8.00am and concludes at 8.20am. This duty is undertaken by either a LOL or LOW
• MORNING DUTY commences at 8.15am. A bell will sound to inform students that teachers are on morning duty in JNR 1 & 2 – SEN 1 & 2 ONLY
• Teachers must be punctual in arrival to their point of duty - e.g. classroom, playground, and bus area.
• Teachers are required to take the designated ‘walkie talkie’ with them to their duty. This can be obtained from College Administrator’s office. Walkie talkie should be turned on (turn to right and wait for sound) and should be carried at all times (not kept in bag).
• In the event of assistance being required, teacher on duty should clearly direct message on microphone.
• Teachers are asked to secure the buildings in their area of supervision at the beginning breaks.
• If a teacher is legitimately and unexpectedly delayed to class or duty the teacher must ensure that students are not left unsupervised.
• Teachers on playground duty are required to walk around, observe the students’ activities and intervene where there is any risk of injury or danger. They are also to ensure that the students have cleaned their allocated playground areas prior to completing supervision/duty.
• If an accident occurs it is the responsibility of the supervising teacher to take whatever action is necessary and then to report the matter to student services so that it can be recorded at the Main Office.
• If an incident occurs it is the responsibility of the supervising teacher to take whatever action is necessary and then to report the matter to the Assistant Principal.
• Teachers on bus duty need to be prompt to the area, actively supervise and must remain until the final bus has departed. One teacher is to supervise the Student Drop-off area until all students have departed.
• Teachers on bus duty and drop off area must inform reception on Channel 1 that all is clear.
• Administration Coordinator will ensure all staff are on duty and will call staff member over the PA.

Canteen ALL Students Year 7 – 12 – Canteen Lines
• Proceed to canteen as quickly as possible to ensure students are organised correctly from the beginning.
• Supervise at canteen, making sure that students begin lining up for food correctly.
• Senior line stretches back parallel to the music rooms. Year 10, 11, 12
• Junior line (Year 7, 8, 9) under walkway stretching back towards the front of the hall.
• Students are no to sit on the tiered seating outside the Music rooms/canteen area
• Lunch order line back under the walkway to the steps from the staff room.
• If at any point the area is clear provide support in Junior 1.
• Students may sit outside the Hall (covered area) but not around the side where they are out of sight.
• Students are not to be on the grassed area and should not be on the concrete area beside the carpark.
• Towards the end of the duty ensure that the area is free of litter.
• Ensure that no student is hanging around the lines or in spaces around the canteen to get other students to buy their food.
• Where there is litter, direct students to pick it up.

Senior 1 (sails area) Year 10, 11 & 12 Students ONLY
• Supervise the sails area. One way to do this is to walk down the covered way in front of Food Tech and Senior Science and back up the path along side it.
• Students sitting or standing in rubbish are asked to clean their area
• No games are allowed in this area. Students are to be sent to the basketball courts. Should students ignore this after a warning, they are to be sent to their Leader of Welfare.
• Tables are to be kept clean and NOT moved around the area
• Food Technology area. One way to do this is to walk down the covered way in front of Food Tech and Senior Science and back up the path along side it
• The verandah outside the SLC is part of this supervision. Tables and chairs MUST remain on the verandah at all times.
• Senior kitchen area is also part of this supervision area.

Senior 2 Years 10, 11 & 12 ONLY – Grassed area beside nets/oval running parallel to road
• Ensure snake bite kit is taken to duty.
• Tables are to be kept clean and not moved around the area.
• This is a passive area and no ball games are permitted.

Junior 1 (back of staffroom Year 7 & 8 Students ONLY) (side + back of M Block – Year 9 Students ONLY) (handball courts – Year 7, 8 or 9)

• This duty involves supervision of the area in back of the staff room and behind M Block (undercover area) and beside M Block (between staffroom and side of M Block).
• Students should not be on the stairs leading down to the Hall/Canteen and MUST keep off the railings.
• Games involving physical contact are not allowed unless in the handball courts provided.
• The area should be left clean and tidy at the conclusion of the duty.

Junior 2 (grassed area beside roadway) – Year 8 and 9 students ONLY

• Supervise the concrete apron between the gardens.
• Students are out of bounds between E and M Block, in the bus bay or on the South side of E Block
• Tables are to be kept clean and NOT moved around the area
• Students are not to play handball or games in this area.
• Where there is litter, ask students to pick it up during active supervision.

Oval (All Students Year 7 – 12)

• Snake Bite Kit from staff room
• Ensure no students are sitting in the grassed area (formerly Senior 2)
• The oval is an active recreation area - Special attention needs to be paid to further perimeter area. NO students are to be sitting on the perimeters of the oval.
• The bushland area is OUT OF BOUNDS at all times.
• Games involving physical contact (eg tackle football) are not allowed. Send students who break this rule to their Leader of Welfare.
• No food or drink other than water is to be taken to the oval. This is to be strictly enforced. Any student eating is to be given the appropriate consequence.
• At the end of the break, the oval is to be clear of any litter.
• Monitor students leaving the Oval promptly. The bell cannot be heard very well.
**Courts and Cricket Nets (All Students Year 7 – 12)**

- Games involving physical contact (eg tackle football) are not allowed on the basketball courts
- No student is to be eating on the courts, however, food and drinks may be consumed on the seats beside the courts. All rubbish must be disposed of into the bins provided.
- No food or drink other than water is to be taken to the oval. This is to be strictly enforced. Any student eating is to be given the appropriate consequence
- At the end of the break, the courts are to be clear of any litter. This is critical because it blows across into Trinity’s yard.

**Student Drop Off Area**

- Before school duty 8.15-8.35am
- Take Walkie Talkie from Admin Coordinator’s Office
- Students to enter school and immediately move to the supervised areas. They are NOT to move out of these areas until the bell rings at 8:35.

**Bus Bay – Supervision (Staff)**

**General Expectations:**

- The teacher whose name appears **FIRST** on the roster will be designated the ‘Duty Head’ and collect the microphone, walkie-talkie and bus folder from the Administration Coordinator’s Office.
- It is the teacher’s responsibility to arrange for a colleague to replace them on duty if their absence is not illness or leave related.
- Teachers on bus duty are to wear the reflective vests, carry with them – plastic bags and their whistle.
- A designated a teacher is assigned to supervise the Student Drop Off area outside the school (Baker’s Lane).
- The Duty Head will inform the Assistant Principal (School) if a teacher has not arrived for their Bus Duty via the walkie-talkie. The Assistant Principal will assist with Bus Duty.

**Teachers on supervision will:**

- Call the bus number when it arrives over the microphone.
- Mark off the bus on the Yellow bus sheet when it has arrived.
• Line the students up according to Year Groups.

• CHECK that students have their Opal Card before they board the bus.

• Allow Seniors (12, 11, 10) on first and then 9-7. (Depart from this if the students don’t line up properly and let the lines that line up best go first).

• Welcome and farewell the bus driver and talk to the bus driver about any issues that have been going on the bus. Report to the Duty Head who will record this on the Yellow Bus Information Sheets and report this to the Assistant Principal.

• The teacher allocated to Student Drop Off area will report back to the Bus bay once the students have departed and ensure that the bus bay is FREE of rubbish and provide any other additional support that is required.

General Expectations Students:

• Students are to NOT to be behind TAS block or around the Art Block. Students may go behind E3 ONLY as it provides significant shelter.

• No student is to board a bus without a teacher supervising.

• No ball games are to be played.

• Students MUST be wearing their uniform CORRECTLY – in Terms 2 and 3 this includes the blazer being worn by the student.

Wet Weather Duty

• Year 7 and Year 8 back of Staffroom and undercover area as well as under the Hall covered areas.
• Year 9 and Year 10 around the M Block undercover areas and E Block that can be seen from M Block
• Year 11 and Year 12 in the Undercover areas of the Food Technology
• Year 12 Verandah of SLC
• Teacher on Oval Duty assists with CANTEEN
• Teacher on Basketball courts – assists with SEN 1 and 2 (move between the two)
• Students are not to be in the rain
• Sails side path of walkway to canteen to be kept free for canteen access
• No students to be in Upper Humanities

Extreme Heat/Extreme Weather (such a dangerous winds, thunderstorm, hail)

In the event of extreme heat/extreme weather requiring students to be indoors the following areas will apply:
• E Block – Year 9 (Junior 1 Supervisor)
• M Block – Year 10 (Junior 2 Supervisor)
• Hall – Years 7 and 8 (Senior 2, Oval and Basketball court supervisors)
• SLC Verandas/Food Tech Undercover areas – Years 11/12 (Senior 1 Supervisor)
• Canteen – as normal
• (Oval and Basketball courts closed)

In the event the Hall is deemed too hot:
• E Block – Year 7 (Junior 1 Supervisor)
• M Block – Year 8 (Junior 2 Supervisor)
• Upper H – Year 10 (Oval Supervisor)
• Library – Year 9 (Basketball Courts supervisor)
• SLC Verandas/Food Tech Undercover areas – Years 11/12 (Senior 1)
• Canteen – as normal
• (Oval and Basketball courts closed)

OUT OF BOUNDS

• The bushland area is OUT OF BOUNDS at all times. (See Student Management Policy)
• All areas between the driveway to the staff car park and (i) TAS Block, Art Block, Junior Science.
• The area behind the HALL and the bushland leading down to Emmaus Village.
• The area behind Upper H leading the Stations of the Cross, All areas around Lower H, the Maintenance Shed, and the area between Senior Science, Food Tech and Lower H.
• The Staff car park – AT ALL TIMES
• Staircases, verandas and ramps leading to and around the Library.
• The grass and bushland area adjacent to the bus bay – this area also continues towards Trinity Primary School.
• The Trinity Primary School car park located outside the perimeter of Trinity Primary School.
• All classroom and buildings before school, recess, lunchtime or after school UNLESS there is teacher supervision.
• Please refer to the Student Management Policy for consequences.

No student is to ride his or her bike or skateboard to school. Mamre Road is very dangerous and provides no pathway for this type of transport. This expectation will be reviewed if/when a secure pathway is constructed along Mamre Road.