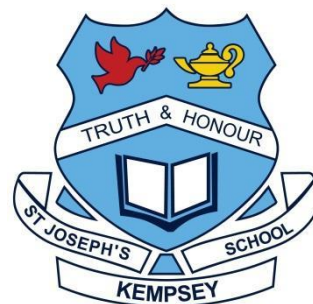


# St Joseph's Primary School, Kempsey



## ROAD SAFETY POLICY

### **AIMS**

At St Joseph's Primary School we recognise the importance of Road Safety for all students in our care and endeavour to provide a safe environment. The purpose of this policy is to ensure that all students attending our school are equipped with skills, values and attitudes to promote safety on the roads.

Students at St Joseph's will study Road Safety concepts each year as part of the Safe Living Strand of the PDHPE Syllabus. The specific areas covered include passenger safety, pedestrian safety and bicycle safety.

This Policy documents the traffic flows and procedures of Road Safety Procedures including:

- Arrival and Dismissal
- Curriculum Action
- General
- Traffic Movement Areas
- Students' Wheeled Devices
- Staff Vehicles

### **ARRIVAL AND DISMISSAL**

Management Issue	Procedures in Place
<b>Student arrival and school supervision hours</b> ( <i>specific reference to bus travellers and alighting</i> )	<ul style="list-style-type: none"><li>▪ Majority of students enter from the Kemp Street designated gates and proceed to the Primary COLA if arriving before 8.30am. Students remain seated until the teachers begin morning duty at 8.30am.</li><li>▪ Teachers on duty collect children from COLA at 8.30am, then the children can place school bags at the allocated classroom areas and move to designated playgrounds.</li><li>▪ Children arriving after 8.30am, place school bags in the allocated class areas and then move off to the designated playgrounds.</li></ul>
<b>Student dismissal and after school supervision</b> ( <i>with reference to walkers/car travellers and wheeled devices</i> )	<ul style="list-style-type: none"><li>▪ Students are dismissed by their teachers at the 3.10pm bell. Students wait in the COLA area for collection, walk to Bus Lines or for parent/carer collection at the front of the school (Kemp Street) or via the oval.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Parents park on the Kemp Street in designated areas or on the oval.</li> <li>▪ Students who are not collected by 3.30pm are escorted to the front office by the duty teacher to contact their parents and await collection.</li> <li>▪ Students who independently walk home or ride bikes, scooters or skateboards home wait near the back gates for the Bus Duty teacher to supervise their departure. Teachers will escort the children across Kemp Street if they need to cross the road. <ul style="list-style-type: none"> <li>○ <b>Issue Requiring Action:</b> <i>Wheeled Vehicle User's/ Permission Note to be completed by current bike, scooter or skateboard riders. Note to be sent home at the beginning of the year.</i></li> </ul> </li> </ul>
<b>Students travelling home by bus</b> (with specific reference to boarding and supervision)	<ul style="list-style-type: none"> <li>▪ Students who catch the bus home sit in their designated bus line until their bus is called by one of the duty teachers.</li> <li>▪ Students walk in their lines to board the bus.</li> <li>▪ Students are encouraged to have their bus pass ready and their back packs off their shoulders.</li> <li>▪ The same procedure applies for excursions.</li> </ul>
<b>Wet Weather</b>	<ul style="list-style-type: none"> <li>▪ Students are instructed to remain under covered areas while waiting in bus lines. All Bus lines are clearly noted by signage.</li> <li>▪ Students are reminded not to walk around our school during extreme weather – all teaching staff are on duty.</li> </ul>
<b>Other Parish Events</b>	<ul style="list-style-type: none"> <li>▪ During celebrations such as Father's and Mother's Day celebrations, concerts etc. parents and guests park on the street in designated areas. Eg. Kemp Street, Marsh Street, Wide Street, Sea Street.</li> </ul>

### **CURRICULUM ACTION**

Management Issue	Procedures in Place
Does the Road Safety Education Program address all road safety issues K-6 and 7-12 and reflect local school road	<ul style="list-style-type: none"> <li>▪ Yes</li> </ul>

safety issues?	
Does the Road Safety Education Program support Activities, Agencies and Personnel (eg: Walk Safely to School Day; YouthSafe; Police, Other)?	<ul style="list-style-type: none"> <li>▪ Walking School Bus initiative 2009-2011</li> <li>▪ Publicise Walk Safely to School Day</li> <li>▪ Contact with Road Safety Officer at Kempsey Council.</li> <li>▪ PDHPE Scope &amp; Sequence followed. Reviewed annually.</li> </ul>

## **GENERAL**

Management Issue	Procedures in Place
Does the school have a road safety management plan? How long has it been since the management plan was reviewed?	<ul style="list-style-type: none"> <li>▪ Yes</li> <li>▪ 2016</li> </ul>
School traffic safety rules (and off site safety rules)?	<ul style="list-style-type: none"> <li>▪ On walking excursions to the CBD, students need to be crossed safely at crossing on Kemp &amp; Marsh Streets before walking along Kemp Street. Walking along Sea Street and cross at either crossing at Elbow Street for West Kempsey or Sea Street across from the Court house to proceed to central business district.</li> </ul>
Car movement on school grounds before and after school and during school hours, including students with special needs	<ul style="list-style-type: none"> <li>▪ Maintenance staff and other trades people normally access the school grounds by vehicle outside of school hours.</li> <li>▪ Such workers are aware of the possibility of encountering students on the playground if working during school hours and proceed with due care.</li> <li>▪ Performers who use the Hall are encouraged to park on Kemp Street directly out the front of the Hall so they may access the gates and bring in any equipment. Performers can park in this on street carpark.</li> </ul>

	<ul style="list-style-type: none"> <li>Parents and the general public are not permitted to park in the school grounds.</li> </ul>
<p><b>Guidelines and protocols for parent vehicles including details regarding:</b></p> <ul style="list-style-type: none"> <li><i>Driver responsibilities and requirements (appropriate licence)</i></li> <li><i>Supervision</i></li> <li><i>Passenger numbers</i></li> <li><i>Vehicle maintenance, insurance/safety</i></li> <li><i>Seatbelts</i></li> <li><i>Safe driving policy</i></li> </ul>	<ul style="list-style-type: none"> <li>School Activities by Parent Proforma to be completed and kept on file.</li> <li>Permission Slips</li> </ul>
<p><b>Regular communication of school road safety matters</b></p>	<ul style="list-style-type: none"> <li>Staff: Yes (Via Meetings, Emails etc)</li> <li>Parents/Carers: Via newsletter, Skoolbag App &amp; Email</li> <li>Students: Assemblies and in class reminders</li> </ul>

### **TRAFFIC MOVEMENT AREAS**

Management Issue	Procedures in Place
<p>Negotiation for the installation and maintenance of signposting of traffic routes, speed limits, speed bumps and pedestrian areas on roads and car parks in and around school grounds.</p>	<ul style="list-style-type: none"> <li><b><i>Issue Requiring Action:</i></b></li> </ul> <p><i>Follow up with Council Regarding signage on Kemp Street.</i></p>

<p>Access to all parts of the school for emergency service workers</p>	<ul style="list-style-type: none"> <li>▪ Ambulance access is available via the gates at the front of the school in Kemp Street, at the back of the school via the Sea Street Oval.</li> </ul>
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### **STAFF VEHICLES**

*NOTE: It is not good practice for teachers to transport students in their own vehicle*

Management Issue	Procedures in Place
<p><b>Guidelines for student travel in teacher's vehicles covering details such as:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Principal approval procedures</i></li> <li>▪ <i>Parental permission procedures</i></li> <li>▪ <i>Vehicle standards</i></li> <li>▪ <i>Supervision</i></li> <li>▪ <i>Seatbelts</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Guidelines in place for events such as small group excursions, removing a student from excursion setting.</li> <li>▪ <i>Refer to Excursion Policy</i></li> </ul>

*Verified by the School Leadership Team in February, 2016*