



St Finbar's Glenbrook Primary School

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# ROAD SAFETY POLICY

*Updated 2015*

The main intention of this policy is to ensure the health, safety and welfare of staff and students who use the services and facilities at *St Finbar's Glenbrook School*. We do this by assessing the risks in the road environment around our school, developing practical school management procedures and ensuring that curriculum that pertains to all road safety issues is taught to our students.

## 1.0 Rationale

We believe that *St Finbar's Glenbrook School* is founded on the person of Jesus Christ and is committed to the gospel values - especially in hope, love, justice and care for others in the community. This Road Safety Policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the school to provide a safe environment. The main intention of this policy is to ensure the health, safety and welfare of our students who use the services and facilities of this school.

## Environmental Statement

*St Finbar's Glenbrook School* has a student population of 185 and is situated on Levy and King Street Glenbrook. The school significantly impacts on the traffic flow and pedestrian density. Students use a variety of modes to travel to and from the school by bus, walking or private transport.

## 2.0 Aims

At *St Finbar's Glenbrook School* we aim to:

- Provide a quality road safety education program (K-6) that develops attitudes, behaviours and values promoting responsible road use.
- Implement procedures and practices that maximise the safety of students when they arrive at school and when they leave school.
- Encourage the education of road safety issues in the wider school community, e.g. Parents/carers, staff and visitors.

## Curriculum Statement

At *St Finbar's Glenbrook School* staff will develop and implement effective, sequential road safety education programs within the K-6 PDHPE Key Learning Area. The programs will make use of the Broken Bay PDH units; NSW Roads and Maritime Services (RMS) *Move Ahead with Street Sense* materials and the *Safety Town Website and supporting materials* ([www.safetytown.com.au](http://www.safetytown.com.au)) and address the following road safety issues for the students:

- passenger safety;
- bus safety

- pedestrian safety; and
- safety on wheels (bicycles, scooters, roller-blades and skateboards).

### **School Management**

Provision of Road Safety information to staff, parents and carers will be provided through teacher learning meetings, staff memo and briefings, parent newsletters, activity packs supplied on orientation days.

Regular information will be provided about:

- modelling safe road user behaviour;
- parking vehicles safely outside the school and observing all parking signs;
- ensuring that children are protected whilst travelling to and from school;
- reinforcing the safety messages taught at school;
- supervising the travel of young students;
- identifying and reporting safety issues in and around the school;
- contributing to solving road safety issues that are of concern to the school and community.

The following set of guidelines addresses each aspect of road safety pertaining to *St Finbar's Glenbrook School* outlining the expected codes of behaviour and school management practices.

#### **Transporting students by teachers:**

- approval from the Principal must be sought to transport any students to school functions or sports events;
- parental permission to transport students in a teacher's vehicle must be obtained;
- sighting and keeping records of vehicle registration, driver's licence details and comprehensive insurance policies.

***It should be noted that, for child protection reasons, it is unacceptable for a single student to be driven by a single teacher or parent. Another student or adult should be present.***

#### **Transporting students by parents:**

- approval from the Principal must be sought to transport any students to school functions or sports events;
- completion of the CEDP Child Protection module by parents who are transporting students is mandatory;
- parental permission to transport students in another parent's vehicle must be obtained;
- sighting and keeping records of vehicle registration driver's licence details and comprehensive insurance policies.

***It should be noted that, for child protection reasons, it is unacceptable for a single student to be driven by a single teacher or parent. Another student or adult should be present.***

#### **Setting a Good Example**

Safety of students as they travel to and from school each day is important. It is expected that parents/carers, grandparents and family members will support the school through role modelling safe road use behaviours.

These include:

- Using designated footpaths or walking in areas away from the road

- Holding the children's hand (for those up to 8 years of age) and actively supervising all children as they walk to and from school
- Teaching children to *Stop, Look, Listen and Think* every time they cross the road
- Walking with children to cross roads (do not call children across the road)
- Crossing roads away from parked cars
- Parking correctly in designated areas
- Getting children in and out of the car on the footpath side
- Using seatbelt restraints for all passengers prior to driving away
- Waiting safely at bus stops and waiting until the bus has gone and choosing a safe place to cross

### **Arriving and Departing**

Parent/carers and family members are encouraged to walk with their child to school to reduce traffic congestion around the school, to promote physical activity and to teach children about correct road use behaviours.

Parents/carers, family members and students are expected to use the available pedestrian facilities around the school to cross the road. Where no pedestrian crossing facilities are available parents/carers, family members and students should *Stop, Look, Listen, Think* before crossing the road and cross in an area away from parked cars and especially buses. Walk quickly and directly across the road.

### **Arrival and Departure by car:**

For those parents/carers, and family members that need to drive their children to school, there are areas along Levy Street and King Streets and surrounding streets where parking is available.

Park correctly and walk with your child to the school gate.

Restricted parking signs are in place around the school site to increase children's safety. Drivers must abide by these parking regulations.

The school is located in a 40km school zone where a 40 km speed limit applies for the hours of 8.00-9.30am and 2.30-4.00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school. Drivers must abide by these speed regulations.

Teachers supervise students catching buses after school. Any students remaining wait in the office foyer until collected.

Wet weather days are particularly hazardous for children as traffic increases, visibility of children is decreased and slippery roads make driving conditions more difficult. Reduce speed, park correctly and walk with your child from the school gate to your vehicle. Children under 10 should be supervised in the traffic environment and those 8 years and younger should always hold an adult's hand.

A set of clear school rules and expected behaviour are to be explained to students relating to travelling on and alighting from buses.

A set of clear school rules and expected behaviour are to be explained to students relating to crossing of roads at pedestrian lights and crossings.

The school uses the current RMS *Move Ahead with Street Sense* and SafetyTown website and supporting resources to develop K-6 PDHPE programs that address the NSW Primary Curriculum Foundation Statements for each stage in PDHPE.

The Road Safety Checklist will be utilised as part the school's *Risk Assessment* procedures. (Refer to appendix)

**Budget**

A budget is provided for the professional development of staff and acquisition of resources.

**Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.

# Permission Note to Transport Students During School Hours to Approved School Activities by a Parent

I \_\_\_\_\_ am able to assist with the transportation of students  
*(Parent's Name)*

to /from *(cross out if not applicable)* the approved school activity named below. This involves travel between

\_\_\_\_\_ and \_\_\_\_\_  
*(origin of journey)* *(destination of journey)*

I am a licensed driver. My vehicle is safe, in a good state of repair, has full comprehensive insurance and is equipped with seatbelts to safely transport passengers. For this event I am able to safely transport \_\_\_\_\_ student passengers.

These transport arrangements have the knowledge and approval of the school Principal.

*Please complete the following:*

<b>Name of school activity</b>	
<b>Day or time of school activity</b>	
<b>Driver's name</b>	
<b>Licence Number</b>	
<b>Vehicle make/model</b>	
<b>Registration</b>	
<b>Insurance details (company, comprehensive/third party, policy number)</b>	
<b>Parent/Carers phone number/s</b>	

I have completed the CEDP Child Protection Module - Yes  Date: \_\_\_\_\_

Signature of Parent/Carer driving: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

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 I \_\_\_\_\_ give permission for my child \_\_\_\_\_ of class \_\_\_\_\_

to travel by private vehicle with \_\_\_\_\_  
*(driver's name)*

to/from *(cross out if not applicable)* the approved school activity named above. These transport arrangements have the knowledge and approval of the school Principal.

I am giving this permission with the understanding that the vehicle my child is to be transported in is safe, in a good state of repair, has full comprehensive insurance and is equipped with enough seatbelts to safely transport all passengers.

Parent/Carers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ROAD SAFETY CHECKLIST

## *St Finbar's Glenbrook School*

A checklist is a preliminary look at the school environment. It is the start of the risk assessment process. Use "Yes/No" to indicate if there is a problem of any sort. Use "Comments" to add notes for the risk assessment that will follow.

**Note:** A checklist is not an alternative to making a risk assessment, or to obtaining data about risks from elsewhere.

**Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>General</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the school have a road safety policy and management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<b>System Requirements</b> <i>All statements relate to 9.2.2.4 of the Principals Handbook</i>
Is this policy communicated and understood by the whole school (staff, students and parents/carers) community?	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff, casual staff, students, parents/carers been given clear instructions on school traffic safety rules both on and off site and does the school regularly communicate to the school community on road safety matters through school newsletters, parent meetings, kindergarten orientation, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Arrival and Departure</b>			
Does the school road safety policy and management plan consider:			<b>System Requirements</b> <i>All statements relate to 9.2.2.4 of the Principals Handbook</i>
a. Safe entry to and exit from school grounds	<input type="checkbox"/>	<input type="checkbox"/>	
b. Appropriate supervision of students departing the school by bus	<input type="checkbox"/>	<input type="checkbox"/>	
c. Appropriate supervision of students on school property and in the immediate vicinity of the school (e.g. at crossings, lights and other pedestrian facilities within immediate vicinity of the school)	<input type="checkbox"/>	<input type="checkbox"/>	
d. Clear school rules and expected behaviour relating to travelling on and alighting from buses and trains	<input type="checkbox"/>	<input type="checkbox"/>	
e. Clear school rules and procedures on students travelling to and from school using wheeled devices (e.g. bicycle, skateboard, roller blades)	<input type="checkbox"/>	<input type="checkbox"/>	
f. Permission notes allowing students to use a wheeled device to travel to and from school	<input type="checkbox"/>	<input type="checkbox"/>	
g. Clear school rules and expected behaviour relating to the crossing of roads at pedestrian lights and crossings	<input type="checkbox"/>	<input type="checkbox"/>	
h. Clearly signposted traffic routes, speed limits, speed bumps and pedestrian areas on roads and in car parks on school property and in the immediate vicinity of the school.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Curriculum Requirements</b>			
Does the school road safety policy and management plan consider using current RTA <i>Move Ahead with Street Sense</i> resources to develop K-6 PDHPE programs that address the NSW Primary Curriculum Foundation Statements for each stage in PDHPE.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Board of Studies Requirements</b> <i>NSW Primary Curriculum Foundation Statements – Information for teachers</i>
<b>Transporting Students by Teachers</b>			
Does the school road safety policy and management plan consider: <ul style="list-style-type: none"> <li>approval by the Principal for the teacher to use their vehicle to transport students to school functions or sports events</li> <li>obtaining parental permission to transport students in a teacher's vehicle</li> <li>sighting and keeping records of vehicle registration, driver's licence details and comprehensive insurance policies</li> </ul> <b><i>It should be noted that, for child protection reasons, it is unacceptable for a single student to be driven by a single teacher or parent. Another student or adult should be present.</i></b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>System Requirements</b> <i>All statements relate to 9.2.19 of the Principals' Handbook</i>
<b>Transporting Students by Parents</b>			
Does the school road safety policy and management plan consider: <ul style="list-style-type: none"> <li>approval by the Principal for the parent to use their vehicle to transport students to school functions or sports events</li> <li>completion of a Prohibited Employment Declaration by parents who are transporting students</li> <li>obtaining parental permission to transport students in another parents' vehicle</li> <li>sighting and keeping records of vehicle registration, driver's licence details and comprehensive insurance policies.</li> </ul> <b><i>It should be noted that, for child protection reasons, it is unacceptable for a single student to be driven by a single teacher or parent. Another student or adult should be present.</i></b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>System Requirements</b> <i>All statements relate to 9.2.19 of the Principals' Handbook</i>

## St Finbar School – Road Safety Management Issues

Management Issues	Operational Procedures in Place
Outside the School Boundary	
1. Pedestrian Movement	<p>Students departing school grounds have two exits. Levy St exit takes the students to the front of the school. King St exit takes students towards the Bus Bay and is accessed by crossing the infants playground.</p> <p>The Levy St exit is used when Parents and carers pick up children before dismissal times. Children are dismissed from the infants playground and leave with parents via the King St exit.</p> <p>Two teachers are on dismissal duty to ensure student movement to the King St exit is safe.</p> <p>Students moving on mass at the conclusion of the school day are encouraged to use footpaths and not walk in front of parked cars. There are also regular reminders of safe pedestrian behaviour in the school newsletter.</p> <p>There are warning flags situated on the King St crossing to alert drivers of the close proximity of children. They are placed there before the supervision of students at school begins in the morning and taken down after the last child has left the school grounds.</p>
2. Bus Zone	<p>There is one designated bus zone. The students assemble at the waiting area in front of the canteen and are led to the allocated bus zone under teacher supervision. Students wait for teacher instruction to board the waiting buses.</p> <p>On arrival at school students disembark in the bus area. They proceed from there directly to the playground.</p>
3. Bus travel and Safety	<p>Students who travel on buses line up before boarding the bus.</p> <p>Students are instructed on bus safety.</p> <p>Parents are encouraged not to pick students up from the bus zone.</p>
4. Parent delivery and collection of students	<p>There is one waiting area for students who are to be collected by parents/carers. The King St gates are opened at 3.00pm to allow parents/carers access to school grounds. Students are brought to the assembly area by their class teacher and then directed to move to their bus lines, parents if they are present or to the silver chairs next to the flag poles if they are still waiting for their parents/carers to arrive.</p> <p>Students are to wait in these areas until the teacher gives permission for them to leave. This will happen when the teacher has a line of sight of the parent/caregiver waiting within the school boundary. Parents/caregivers are encouraged to collect them and take them to waiting cars (holding child's hand).</p> <p>Parents are encouraged to comply with legal requirements at all times.</p> <p>Students being delivered in the morning alight from their cars and parents are encouraged to walk with them onto the infants playground via King St entry gate or the Levy St entry gate.</p>
5. School deliveries	<p>Delivery vehicles are encouraged to drive to the front of the school.</p> <p>No vehicles are permitted on school ground during school hours unless prior arrangement and proper supervision is provided for vehicle entering / exiting school ground.</p> <p>The Levy St entry gates (both Pedestrian and Vehicle) are closed at the</p>



	commencement of the School day.
<b>School Sport</b>	
1. Travel to and from venues	<p>When students travel to and from sporting venues by bus, safe bus travel procedures as above apply.</p> <p>A registered bus company is used.</p> <p>When walking to a venue in the local area, students are lead by a teacher. Footpaths and pedestrian rules are followed at all times. Students will be closely observed when crossing the road and the teacher will be the first and the last person on and off the road.</p>
<b>Excursions</b>	
1. Travel to and from venues	<p>Students travel to and from excursion venues by bus or car. Safe bus travel procedures as above apply.</p> <p>When using cars the following safeguards are put into place;</p> <ol style="list-style-type: none"> <li>a. License, registration, insurance papers of volunteer drivers are requested and kept on file.</li> <li>b. The number of students is restricted to the number of passengers allowed in the vehicle.</li> <li>c. Students are reminded to correctly use seat belts and to act safely while in the car.</li> <li>d. Students are lined up in a traffic free area and escorted by an adult to the vehicle.</li> <li>e. A designated assembly area at the destination is pre-organised.</li> </ol>
2. Travel during excursion time	See relevant 'Risk Assessment'