



Mater Dei Catholic Primary School

GENERAL SAFETY PROCEDURES

Risk Assessment

When conducting any class activity teachers are expected to be always mindful of possible risks which may endanger children's well being. Once aware of any risks, teachers should take appropriate action to ensure the safety of children in their care.

Collection of Children

- If children are to be collected from school or a school event by persons other than their parents, the school must first be notified in writing
- Persons collecting children from school outside of regular pick-up times must first report to the School Office and complete the Partial Absence Log. This includes a small slip to be handed to the class teacher who records time of departure or arrival in class roll.
- If there are parental custody issues, the custodial parent must provide the school with copies of any pertinent court orders (kept in the confidential student file), and an accurate list of those adults who will be responsible for the collection of their children. Family information details must be kept up to date at all times. It is the responsibility of the custodial parent to advise the school of any changes in contact telephone numbers or general routine.

Parent Pick Up/Delivery

- Morning – children may be dropped at designated area in car park or may be walked from the car park to the quadrangle by parent.
- Afternoon – All children being collected by parents are to line up at 3.20pm and escorted to collection point by supervising teacher. Children not collected by 3.40pm sit in breezeway. Parents collect children from this point.

Car Park Safety

- Parents to comply with collection guidelines
- Children must be accompanied by a parent when they walk through the car park. Smaller children must be taken by the hand
- Cars not to use bus bay or to park in collection or drop off points

Pedestrian Movement

- Any children walking to the Lakehaven area are asked to proceed along the walking track past the high school and along the track around the lake to the Lakehaven area.

Cyclists

- Road Safety guidelines suggest that only children aged 10 years and over should be allowed to cycle to school.
- Parents are advised in the Newsletter against allowing their children (enrolled at Mater Dei Primary School) to cycle along Gregadoo Road. Cyclists have been advised to utilise any walking tracks which lead to our grounds.



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Bus Travel and Safety

- Children are expected to follow Bus Code of Conduct when travelling on buses.
- Buses arrive and depart from Bus Zone and children should be walked to the bus by the supervising teacher.
- Morning Routine: children to walk directly from buses to School Quadrangle area
- Afternoon Routine – children to line up in designated waiting area and are walked to their bus, by duty teacher. During wet weather the children are to line up in breezeway.

Gymnastics (Bolton Park Complex)

- Permission note to be signed and returned to classroom teacher prior to commencement of program.
- Children to travel to stadium by bus under supervision of teachers (bus code of conduct to apply)

Whilst at gymnasium, lesson is taken by trained instructor. Teachers are to act in supervisory capacity.

Dancing

The dancing lessons are taken by trained instructors. Teachers are to act in a supervisory capacity.

Instrument and Speech

Children involved in extra curricular activities like Band, Instruments and Speech, need to have their parents sign an agreement with the understanding that on some occasions, tuition for these activities may take place in class time and that if required, it will be the child's responsibility to catch up on any work missed. Parents are made aware that children are not under direct classroom supervision and are the responsibility of the specialist teacher. Parents are also made aware that (particularly with band and instrument) the children walk through our playground to the bottom gate and proceed directly to the main block of the College (the specified route), and the reverse on the return journey.

Out of Hours School Use

Only children who are involved in supervised activities should be within school grounds out of school hours. Community groups or sporting teams wishing to use the schools facilities for training etc can only do so after a written and legally binding agreement between that party and the school has been signed. This would then absolve the school of any responsibility should any mishap or injury occur. If sport teams (with Mater Dei Primary School participating) are training after school, only the children involved in that team should be on the premises. Siblings can only be present if under the direct supervision of their own parents.