



# ***St Finbar's Primary School***

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*Faith Truth Knowledge*

## **Road Safety Management Plan**

*Updated 2025*

### **RATIONALE:**

At St Finbar's, we believe that a road safety plan provides a framework of common understanding for students, staff, parents/carers and the community who interact with the school to provide a safe environment.

### **AIMS:**

To empower children and young people to be safe road users.

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 modeling 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 seat belt 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.
- Using pedestrian crossing when available.

## ST FINBAR'S SCHOOL MANAGEMENT PRACTICES

1. General Afternoon Dismissal Procedures	<ul style="list-style-type: none"> <li>• No child is to leave the school grounds unless they are accompanied by an adult, except children who walk home with parental permission.</li> <li>• A member of Staff monitors the school gates in the morning and afternoon. Gates open at 8:30am and close at 3:30pm. A teacher is on duty at these times.</li> <li>• Parents/carers are expected to ensure that their children are collected by 3:30pm. Children not collected are taken to the School Office.</li> <li>• If someone other than a child's parent is collecting them, parents must let their child's teacher know of the details in writing or by contacting the School Office. If an unexpected change in arrangements is necessary, parents are to ring the school office.</li> </ul>
2. Arrival and Departure Procedures for Walkers	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Parents who drive are asked to park safely and walk with their child/ren to the school grounds.</li> <li>• Parents/carers, family members and students are expected to use the available pedestrian facilities around the school to cross the road. These include the pedestrian crossing on King St.</li> </ul>
3. Bus Procedures	<ul style="list-style-type: none"> <li>• Students who travel home by bus assemble at the designated area of the assembly and wait for the teacher on Bus Duty to take them out to King Street.</li> </ul>
4. Arrival and Departure by Car Procedures	<ul style="list-style-type: none"> <li>• Restricted parking and no parking signs are in place around the school site to increase children's safety. Drivers must abide by these parking regulations. No parking in the staff car park unless it is a member of CEDP staff. The carpark gates are closed at 8:30 and open at 3:30, so traffic movement only occurs when children are not on site.</li> <li>• 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.</li> <li>• 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.</li> <li>• Children under 10 should be supervised in the traffic environment and those 8 years and younger should always hold an adult's hand.</li> </ul>
5. Parent Pick up Procedures	<ul style="list-style-type: none"> <li>• ALL students assemble in the Assembly Area, every afternoon, to be dismissed.</li> <li>• Any child not picked up from the playground by 3:30pm is taken to the school office and supervised by a member of staff while their parents/caregivers are called.</li> </ul>
6. Wet Weather Procedures	<ul style="list-style-type: none"> <li>• Students who travel home by bus assemble on the assembly seats in designated lines until the teachers on Bus Duty announce the bus that</li> </ul>

	<p>has arrived and the children walk to the school gate. The Teacher then escorts students to their bus when it arrives.</p> <ul style="list-style-type: none"> <li>Students who are picked up by parents or walk are dismissed from the Assembly area.</li> </ul>
7. Parking	<p>The following parking instructions must be adhered to at all times:</p> <ul style="list-style-type: none"> <li>Follow all parking restriction signs, especially the bus, parish car park and disabled parking areas.</li> <li>Parents must pick up their children from the school grounds. Under no circumstances should a child enter the staff car park or get into a car from the driveway unsupervised.</li> <li>Take particular care when parking in Levy Street..</li> <li>Take care to respect our neighbours by not blocking their driveways.</li> <li>Remember that the police and parking officers do patrol the area regularly.</li> </ul>
8. School deliveries	<ul style="list-style-type: none"> <li>Delivery vehicles drive to the Levy Street entrance of the school.</li> <li>No vehicles are permitted on school grounds during school hours unless prior arrangement and proper supervision is provided for vehicle entering / exiting school ground.</li> </ul>
9. Travel to and from venues for Sport	<ul style="list-style-type: none"> <li>When students travel to and from sporting venues by bus, safe bus travel procedures apply. These are outlined in the risk assessment for each excursion.</li> <li>A registered bus company is used.</li> <li>When walking to a venue eg Glenbrook Park, students are led 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.</li> </ul>
10. Travel to and from venues for Excursions	<ul style="list-style-type: none"> <li>Students travel to and from excursion venues by bus or car. Safe bus travel procedures, as above apply.</li> <li>When using cars the following safeguards are put into place; <ul 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> </ul> </li> </ul>
11. Travel during excursion time	See Excursion Policy
12. Discretionary Basis	The Principal has the right of discretion to make provision for departure from the plan or the application of the plan in the event of unforeseen and exceptional circumstances.

## EVALUATION:

In accordance with the St Finbar's Review and Development Cycle this plan will be reviewed annually.