

SCHOOL SAFETY RULES

1. **Report** to school office on arrival and **sign in** using the *Visitor Register* located in the office.
2. Obtain a visitor **ID badge** from the office and wear your **ID badge** while on school grounds.
3. Ensure that you:
 - Stay within **designated areas**
 - Use **only** the **toilets and amenities** allocated to you.
4. If an **emergency evacuation** or **lockdown** is called, ensure that you follow the school's *Emergency Procedures*.
5. **Smoking, alcohol** and **illegal drug** use are not permitted.
6. If a **safety incident** occurs, advise the school office immediately.
7. If **first aid** is required, contact the school office immediately.
8. If you identify a **potential safety hazard**, advise the school office immediately
9. On completion of your visit each day, report to the office, **sign out** and return or remove your ID badge.

SCHOOL SITE MAP

Full-sized copies of this reduced *Site Map* are available from the school office.

Please ensure that you:

- Remain as far as reasonably practicable in your allocated area
- Locate and can safely reach the school's emergency Assembly Point.



CARE OF STUDENTS

When these parents assist the school they are always conscious that

- They are not simply caring for their own child
- They will take particular care of how they deal with other children
- Parents and schools have high expectations of how children will be dealt with
- Schools, like other settings that care for a range of children, have certain rules that must apply
- In accordance with the Education Act 1990, Section 47f, the Corporal Punishment of students is not permitted at St Patrick's School

When assisting the school with students

- Always act in the best interest of children
- Take all reasonable steps to protect children

If a student misbehaves

- Refer the problem to the teacher or a school staff member who will take appropriate action
- Always speak calmly to the student

Never take matters into your own hands and physically discipline a student



Safety Information for Visitors



SCHOOL SAFETY OVERVIEW

Thank you for visiting our school community, and welcome to St Patrick's Catholic Primary School.

We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.

ALL VISITORS MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General school safety rules for visitors are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

Copies of the school's *WHS Policy*, *First Aid Policy*, *Emergency Procedures*, *Visitor Register* and larger scale *School Site Map* are available to you in the school office and we recommend that you familiarise yourself with them to help ensure your safety and the safety of others in the school community during your visit.

FIRST AID

The first aid room is located in the Administration Building. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for visitors' use are located in the foyer of the Administration Building and you are requested to use ONLY these and NOT student amenities.

SCHOOL TIMES

- Class commencement: 9:00 am
- Morning tea: 11:00 am
- Lunch: 1:30 pm
- School conclusion: 3:00 pm

IN CASE OF EMERGENCY

The school's *Emergency Procedures* are available to you in the school office and you are requested to familiarise yourself with them and ensure that you adhere to them.

Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safely.

The signal that an emergency situation has arisen (or an emergency drill has been called) is continuous ringing of the school bell.

If a drill is called or an emergency occurs, please ensure that you:

- Follow the school's *Emergency Procedures*
- Proceed calmly to the emergency Assembly Point on the concrete block above the Handball Court.
- Follow the directions of school staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is advised by a staff member.

If a lockdown is signalled, please ensure that you follow *Emergency Procedures* and any directions given by school staff.