



**RATIONALE:**

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- St. Michael's School undertakes to protect the physical safety of individual children being placed in our daily care.
- The location of the School demands a vigilant approach to all pupil movements.

**PURPOSES:**

- To ensure the safety of our children as they arrive and depart from school and participate in School activities.
- To encourage pupils to take responsibility for their own personal safety while on the road.
- To ensure that there are rules and guidelines for all methods of transport that children may be using while in our care at school.

**GUIDELINES:**

**School carpark/Vehicles visiting school**

- The school's vehicle entrances are to be kept clear at all times. This is to ensure that access for emergency vehicles is not hindered.
- The school's front car park in Durham Street is for some staff or visitors' cars only. It is not a drop-off or parking area for parents.
- Service vehicles are permitted in school grounds during school hours only with the permission/knowledge of the Principal or Deputy Principal. All care must be taken by drivers when moving around the property.
- Parents are encouraged to use the drop-off zone when dropping or picking up children during school hours and **not** to park on yellow lines. All care must be taken by drivers.
- Parents are asked to minimise time waiting in the drop-off zone to facilitate other parents to use it.
- Parents are encouraged not to park in the Staff (Western) car park.

**Walking**

- Children must use pedestrian crossings and light-controlled crossings where available.
- Children must walk on the footpath where one is available.
- Parents parking on the eastern side of Durham Street are strongly encouraged to use the controlled pedestrian crossings.

**Walking while on school outings**

- At any intersection, children must wait for the teacher to signal to cross.
- Teachers must watch for traffic at all intersections, signalling to children to cross in small groups when roads are clear.
- On roads where no footpaths are available, children will walk in single file towards on-coming traffic well off the road's edge.
- Children in Junior classes will be given training on the correct way to walk on, and cross, roads. In addition Road Safety reinforcement will occur in classroom programmes on an on-going, regular basis.

## **Cycling**

- This school promotes the NZ Police, Bike Wise, and the Land Transport Safety Authority recommendations that children under the age of ten years, who ride bikes to school, should always be accompanied by an adult.
- All children who ride bicycles to school must wear an approved cycle helmet and are also recommended to wear a high-visibility vest or sash.
- Road Safety reinforcement will occur in classroom programmes on an on-going, regular basis.

## **Buses**

- These procedures apply to school bus trips within school hours.
- Children must be seated at all times.
- Children may not leave their seat until instructed by the teacher.
- Buses hired for school trips must have adequate seating for the number of children being carried.
- One teacher must accompany each bus and must ensure that all children are accounted for.
- Any bus that is deemed, by the teachers, to endanger the safety of children is to be reported to the Principal, who will discuss this with the bus company.

## **Motor Vehicle transport**

- Where private motor vehicles are used for school trips, each vehicle and driver must have:
  - A current Registration and Warrant of Fitness for the vehicle
  - A current full driver's licence
  - A seat belt for each passenger in the car
- Indication of the above is to be completed on the trip's permission slip
- The driver will ensure that all children are safely secured
- Drivers will be asked to fill out a Transport Safety form (refer to School Policy document "Education Outside the Classroom" 2012)

## **School Trips**

- Safety of children is paramount
- On day school trips, adult to child numbers shall be in accordance with Ministry Guidelines
- Parent/caregivers will be fully briefed on their roles and responsibilities. Topics covered might include route, stops, toilets, parking, where to meet, cell phone numbers and Safety Action Plan.

## **CONCLUSION:**

St. Michael's Church School has a responsibility to ensure that all pupils are accounted for at all times during the school day. Safety of all school personnel is paramount. Children will be appropriately instructed and encouraged to behave in a responsible and safe manner when in/out of school.

Refer to school 6:5 Policy on Education Outside the Classroom