OPERATIONAL PLAN OF MANAGEMENT

Shire Christian School

CONTENTS

1.   OPERATIONAL STATISTICS

1.1.   SITE & LOCALITY DETAILS

Shire Christian School (**SCS**) is a Prep-Year 12 non-denominational co-education school located at 16A Allies Road, Barden Ridge (the site and refer to **Figure 1**). The School was founded in 1981 and has provided a quality education underpinned by Christian values for over 40 years.

The site is located on one lot legally described as Lot 3 in Deposited Plan 777667. It has a primary street frontage to Allies Road of 142.3m and a site area of 3.572ha.

The School campus currently comprises sports grounds areas and play spaces to the east and south, including a soccer field and hard surface playing areas such as tennis courts and an indoor basketball court. The School is equipped with teaching facilities and specialist classrooms including facilities for multi-media presentations, music and drama performances as well as science laboratories, timber and metal workshops and teaching kitchens.

Figure 1 Aerial Photograph of Site

1.2.   STAFF & STUDENT NUMBERS

- Up to a maximum of 950 students. Maximum attendance on the school premises may exceed 950 by up to a maximum 20 additional students to allow for unanticipated fluctuations on a temporary basis.

- Up to 96 staff (administration and teachers).

- Any increase to the student number must seek approval from the relevant consent authority.

1.3.   HOURS OF OPERATION

The school's hours of operation will generally be between 8:00am to 4:00pm. Details of school operation is provided below (noting these times change depending on school events, performances, school activities, school timetable, etc)::
- Before school care starts at 7:00am Monday – Friday

- General School hours are 8:20am to 2:35pm Monday – Friday

- After school care finishes at 6:00pm Monday – Friday

After hour activities:

- Parent-Teacher nights usually run twice per year (2-3 nights per event) from 3:00pm to 9:00pm

- Monthly board meetings (usually last Thurs of the month) from 5:30pm to 11:00pm

- School musical runs over 4 nights (Weds to Fri) and occurs within one week per year.

- There are other after-hours events for parents from time to time (a few per year).

- Occasional after school sporting activities will conclude at 4pm. There is no weekend sporting activity onsite.

After hour activities are managed under the School's current management policies. Note: the operational hours listed above are indicative hours only and are subject to adjusted hours during different seasons and may be extended dependant on school timetabling and/or sport timetabling.

1.4. TRAFFIC & TRANSPORT

Refer to appended Traffic and Transport Management Plan (**Appendices A**).

1.5. SERVICE VEHICLES

Delivery vehicles are only permitted onsite between 9:00am and 2:00pm to ensure that they avoid student arrival and departure bus/drop-off times.

1.6. EMERGENCY AND EVACUATION PROCEDURE

The school has an internal road so that emergency vehicles can access most areas of the school. In addition, a reserved parking space is available at all times for ambulances, the reserved parking bay is adjacent to the Prep play area and staff car park).

The school has also adopted an Evacuation Policy and Procedures and Lockdown Policy and Procedures as described below.

1.6.1. Evacuation Policy and Procedures

Evacuation Policy and Procedures is attached at **Appendix B**. The policy and procedures apply when it is necessary for school buildings, and/or outdoor areas, to be evacuated. This will involve:

- Moving all staff, students and visitors to the school from the buildings to designated evacuation sites.

- In extenuating circumstances, the principal or their delegate, may instruct all people present on the school site to leave the school grounds altogether to another place of safety.

1.6.2. Lockdown Policy and Procedures

Shire Christian School's Lockdown Policy (**Appendix C**) establishes guidelines for procedures to be adopted in the event that staff and students are required to move inside as quickly as possible. Situations which might necessitate this include lightning strikes, chemical spill or intruders.

The purpose of this policy is to ensure the safety of students and staff in the event of an environmental danger or intrusion, which threatens their safety in the exposed areas of the school grounds.

Emergency Procedures
and fire equipment

The following applies to all personnel on school premises including teaching staff, support staff, cleaning and maintenance staff, students and visitors.

There are two types of Emergency Warning Procedures

Lockdown

Repeating tone with announcement:

"Lockdown, seek shelter inside."

- Remain inside or return to nearest classroom.
- Seal all windows and doors, await instruction.
- 'All Clear' announcement and tone signifies end of lockdown.

Other Details

- Students are to remain in their classroom with their teacher.
- Make the room airtight by shutting all windows and doors.
- If the emergency occurs at recess/lunch, students and teachers move to the nearest classroom.
- Teachers check rolls where practicable.
- Everyone is to remain indoors until directed otherwise.
- Bells and 'All Clear' announcement signifies end of lockdown.

Evacuation

Rising siren with announcement:

"Evacuate Now. Move to Evacuation Point."

- Count students (if in a class).
- Evacuate to front oval.
- Assemble in current classes (for recess and lunch assemble in PC Groups).
- Re-check student count (or mark roll) and report missing students to Heads of School.

Other Details

- All rooms are to be evacuated following the route shown on the map to the assembly area on the front oval.
- Class teachers are to take students directly to the front oval.
- Fire Warden directs the assembly of students on front oval.
- Office and Library staff are to evacuate the students in their respective areas.
- Heads of School to check respective areas.

At the Oval

- Teachers assemble with their class (or PC classes where required).
- Deputy directs students' assembly on the oval.
- Admin to bring PC rolls where applicable.
- Teachers to count students again (or check PC rolls) and report any missing students to the Heads of School.
- Students remain on the oval until dismissed. 'All Clear' announcement and tone signifies end of evacuation.

Legend:
- Toilet
- Defibrillator
- First Aid Kit
- Evacuation Path
- First Aid Room
- Fire Hose Reel
- Extinguisher C02
- Hydrant
- Fire Blanket
- Extinguisher ABE Dry Chemical

Shire Christian School

2. NOISE AND COMPLAINT MANAGEMENT

The areas surrounding SCS primarily feature low-density residential development which may impacted by noise generated by the School. However, the School has been operating on the site for over 40 years and has managed noise to a level that is appropriate for a Prep-Year 12 school context. The following measures are applied:

- Noise is limited during school operation hours only (including the occasional after school activities).

- Tennis courts and outdoor spaces to the **east** of the site are setback from the boundary with a landscaped buffer to reduce noise impacts.

- Students using the outdoor areas are to be supervised by teachers to ensure that no unnecessarily noisy activities are conducted on the terrace areas.

- Announcements and school bells are typical activities associated with school operations. Typically, these are produced by the school PA system and can vary significantly depending on the final volume settings of the system. The following measures should be adopted where new bells and speakers are proposed to ensure that their impact at all surrounding residences is minimised:

  – Speakers are to be located and orientated to provide good coverage of the school areas whilst being directed away from residences. The coverage of the system should be subject of the detail design of the system.

  – The volume of the system is able to be adjusted on site so that announcements and bells are clearly audible on the school site without being excessive.

  – Once the appropriate level has been determined on site, the system should be limited to the acceptable level so that staff cannot increase noise levels.

  – The bell system should be set so that it only occurs on school days.

2.1. COMPLAINTS

A register of complaints will be utilised to record the details of any complaints made by a person to staff including time, date, and nature of complaint.

Any complaints received by neighbours / community about the School's operation will be managed by the School's administration & principal, including documentation of the complaint and appropriate response in writing.

In the first instance, the school will ensure its operations are in line with this Plan of Management and rectify any indiscretions.

3.   PLAY SPACES

SCS currently has multiple outdoor play spaces for students to the east and south of the site (refer to Figure 2). These include a soccer field, tennis courts and an indoor basketball court. Passive recreation is also facilitated on site with bench seating, green space etc.

As the School enrols students from Prep-Year 12, there are a variety of recreational play activities that can be anticipated to occur, with younger students generally more likely to engage in active recreation and older students inclined to undertake passive recreation. Students have segregated play areas, e.g. infants, primary and secondary and some secondary years levels have specific areas assigned to them, to limit overcrowding of the playground and ensure all students have equitable access to the play spaces.

Figure 2 Play Space

P11	Art rooms	N3	Hall	H8	Metal and Woodwork	E18	Student Services
R16	Basketball courts	K12	Infants Quad	Q5	Music rooms	S11	Synthetic sports courts
G19	Breezeway	J20	IRC	N25	Oval	K4	Textiles and Design
F15	Careers	G14	IT	E19	Reception	O7	TLC
G16	Counsellor	D20	Prep	M7	Science labs	E18	Uniform shop
R5	Cricket nets	J15	Primary Quad	G15	Secondary Library		
J6	Food Technology	D22	Maintenance	L9	Secondary Quad		

4. SAFETY & SECURITY

4.1. SURVEILLANCE POLICY

SCS is committed to taking all reasonable steps to ensure the safety and wellbeing of staff, students and community members. A means of minimising any threat to the safety of students and staff is to monitor access to and use of sites in compliance with the requirements of the Workplace Surveillance Act 2005 ("the Act"). Surveillance is a key aspect of the security measures within SCS, and administrators are encouraged to ensure the safety of the school, physical and intellectual property, staff and students.

SCS is dedicated to ethical surveillance, which is appropriate and notified to staff and students, consistent with the Australian Privacy Principles. Surveillance is an important element of the duty of care to children and young people attending the School.

Surveillance material can and will be provided to NSW and Federal Police when requested to aid in the investigation of any crime involving the SCS campus, employees or students. For the privacy of staff and students, surveillance technology will not be installed inside any change room, toilets, showers or other bathing facility in SCS sites.

4.2. CAMERA SURVEILLANCE

SCS has installed, and may install additional, fixed open to view security cameras around the campus for the safety of students and/or staff. These cameras monitor activities on an ongoing and continuous basis. Cameras will not be installed in change rooms, toilets, showers or other bathing facilities on SCS Schools or sites. Entrances to locations and areas where cameras are installed will display appropriate signage to inform students, staff and others that they may be under surveillance. Camera surveillance may monitor employees in the workplace for legitimate reasons, for instance if misconduct such as theft is suspected, however it will not be used for watching employees whilst they work without reasonable purpose or suspicion. The intention is not to monitor an individual in their daily work without reason.

Camera surveillance will be undertaken or operated 24 hours each day on every day of the year and will be ongoing. Camera surveillance will ordinarily not be monitored live, but recordings, records and logs will be examined if an incident is reported. In addition, camera surveillance may include recording of biometric information to monitor the location, and ensure the safety, of students.

5. WASTE MANAGEMENT, MAINTENANCE & CLEANING

SCS engage relevant waste management, maintenance and cleaning contractors in order to ensure the appropriate and hygienic functioning of the School.

Waste collection occurs within the staff car park within the existing waste storage area. This area is accessed via Gate 2 (entry) and Gate 1 (exit). This is to allow for the waste collection vehicle to approach the waste bins straight on for front-lift collection.

Waste collection vehicles collects waste from the campus once per week and are only permitted onsite between 9:00am and 2:00pm to ensure that they avoid student arrival and departure bus/drop-off times.

Recyclable collection vehicles come once per month (on average) and are only permitted onsite between 9:00am and 2:00pm to ensure that they avoid student arrival and departure bus/drop-off times.

APPENDIX A   TRAFFIC AND TRANSPORT MANAGEMENT PLAN

18 May 2023

Plan of Management - Traffic & Parking

Shire Christian School

report;

For: **Shire Christian School**

Site Address: **16 Allies Road, Barden Ridge**

document control;

Issue:	Date	Issue details	Author	Reviewed
1	01/05/2023	Draft Issue	DK/HL	KB
2	15/05/2023	Final Issue	DK/HL	KB
3	16/05/2023	Final Issue (updated)	DK/HL	KB
4	18/05/2023	Final Issue (updated)	DK/HL	KB

For the attention of:

Peter Watters

Business Manager

Shire Christian School

Contact:

Andrew Morse

+61 2 8920 0800

+61 414 618 002

andrew.morse@ptcconsultants.co

Kasia Balsam

+61 2 8920 0800

+61 478 848 945

kasia.balsam@ptcconsultants.co

contents;

1. Project Background

ptc. has been engaged by Shire Christian School (the School) to prepare a Plan of Management – Traffic & Parking relating to the Shire Christian School development located at 16 Allies Road, Barden Ridge, NSW 2234. The School lies within the Sutherland Shire Council's local government area.

The purpose of this Plan of Management – Traffic & Parking is to outline the traffic and parking management measures for the day-to-day operation of the School.

The School has a frontage to Allies Road to the south, connecting Old Illawarra Road and David Road to the west and east. The location of the School is outlined in Figure 1.
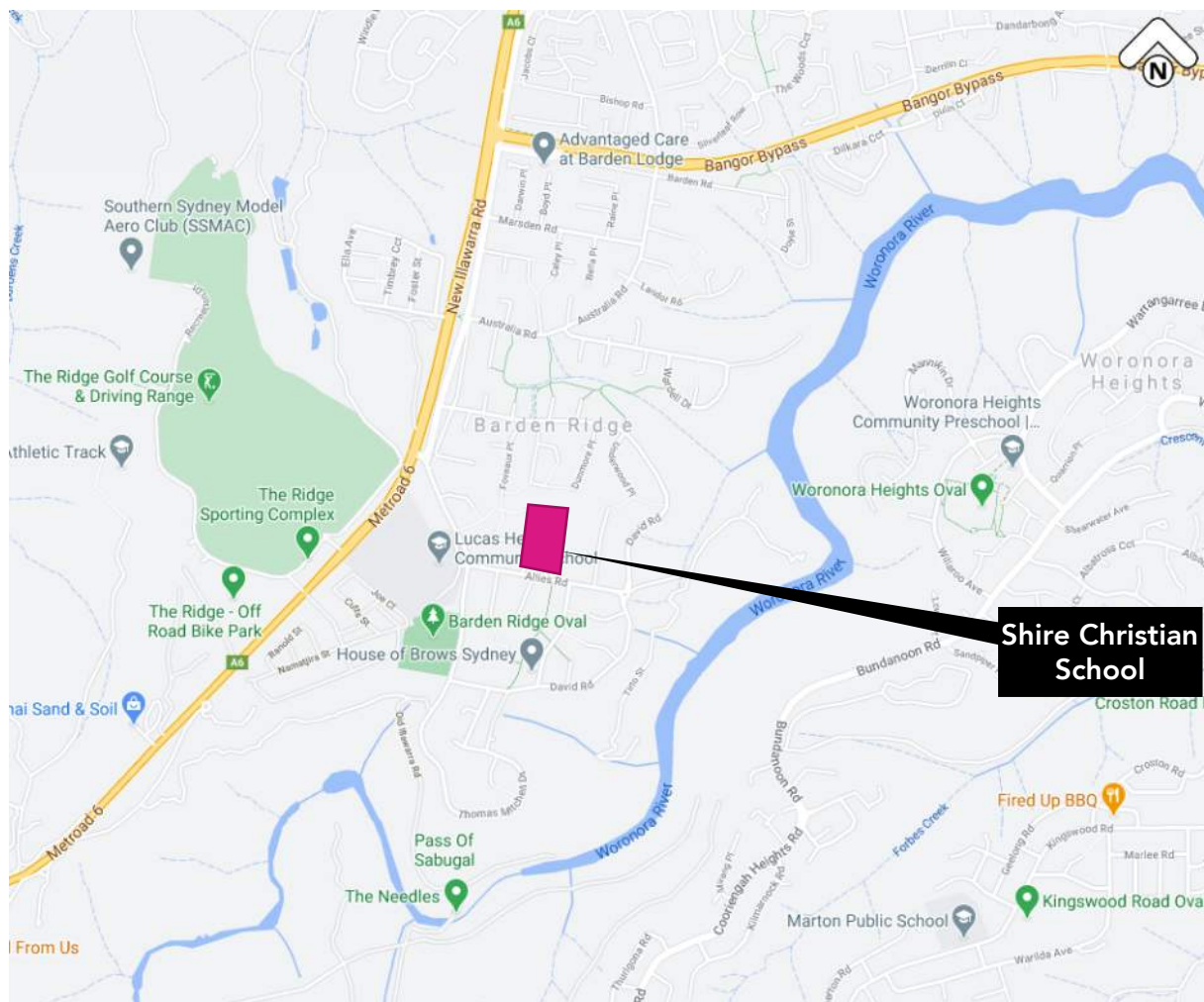
Figure 1 - Site Location

2. School Access

The School's pedestrian, vehicular and bus access points are provided via Allies Road. A map of the direct surroundings of the school showing access points is shown in Figure 2.

Figure 2 - School Access Map

- Gate 1 – Entry Only – shared by light and heavy vehicles and buses

- Gate 2 – Exit Only – shared by light and heavy vehicles and buses

- Gate 3 – Exit Only – bus only

- Gate 4 – Pedestrian gate (Entry & Exit)

- Gate 5 – New Dedicated Staff Car Park Access (Entry & Exit)

- Gate 6 – Access Gate between Church and School Car Park (Entry & Exit)

School access details are outlined as follows:
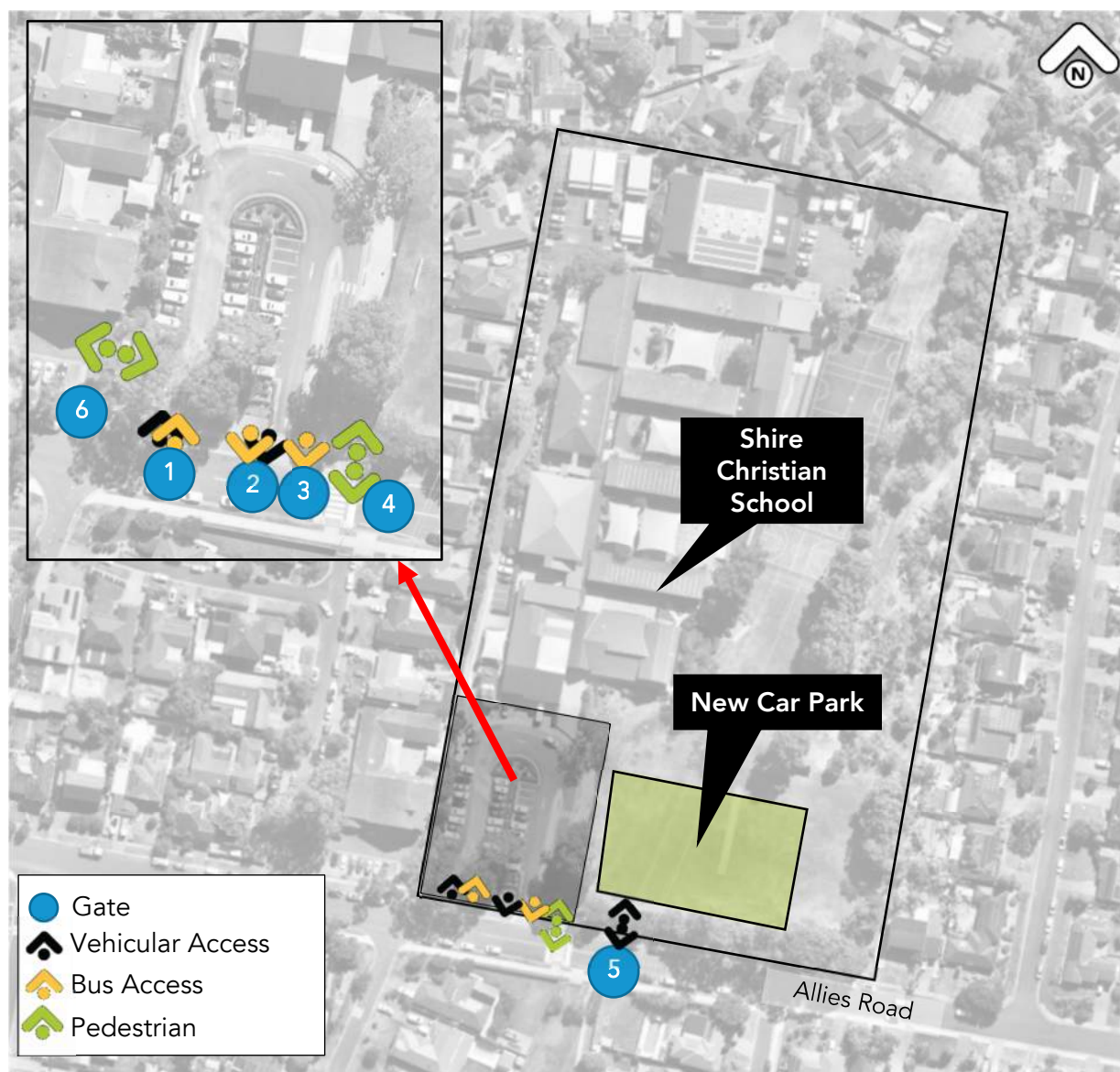
<u>Gate 1</u>

- Location: South-western corner of the School within the Allies Road frontage.

- Vehicular and bus **ENTRY** access for staff, drop off, waste/service vehicles and deliveries to the School. It services 61 car parking spaces.

- Operation:

    o Weekdays:

        o The gate is opened at 7am and remains open during the day for student drop-off, bus and staff car parking access.

        o The gate is closed from 2:30pm and manned by a staff member to admit buses only during afternoon pick-up time.

        o The gate is closed for the day after 4pm.

        o Also open as required for emergency, maintenance, deliveries and events.

    o Weekends: The church adjacent to the school uses the school car park on Sunday mornings (pedestrians utilise a shared side gate between the School and the church). Otherwise, only upon arrangement with the School for events, servicing and maintenance access.

<u>Gate 2</u>

- Location: Adjacent to Gate 1 in the south-western corner of the School within the Allies Road frontage.

- Vehicular **EXIT** access mainly for staff, drop off, buses and waste/service vehicles and deliveries to the School.

- Operation:

    o Weekdays:

        o The gate is opened at 7am and remains open during the day for bus and staff car parking access.

        o The gate is closed for the day after 4pm.

        o Also open as required for emergency, maintenance, deliveries and events.

    o Weekends: The church adjacent to the school uses the school car park on Sunday mornings (pedestrians utilise a shared side gate between the School and the church). Otherwise only upon arrangement with the School for events, servicing and maintenance access.

Gate 3

- Location: Southern side of the School within the Allies Road frontage.

- Bus **EXIT** only.

- Operation:

  - Weekdays:

    - The gate is opened at 7am and remains open during the day for bus and staff car parking access.

    - The gate is closed for the day after 4pm.

    - Also open as required for emergency, maintenance, deliveries and events.

  - Weekends: Only upon arrangement with the School for events.

Gate 4 (Pedestrian Access)

- Location: Southern side of the School within the Allies Road frontage.

- Pedestrian access for students, staff and visitors which is separated from the adjacent bus circulation aisle by a pedestrian fence. This entry is the primary pedestrian access point for the School with a pedestrian crossing immediately opposite the Gate 3 entry on Allies Road.

- Operation:

  - Weekdays: Open before and after school hours (7am-9:30am and 2:30pm-5pm) and as required before and/or after school hours for events.

  - Weekends: Only upon arrangement with the School for events.

Gate 5

- Location: Southern side of the School within the Allies Road frontage.

- Vehicular access (entry & exit) for staff vehicles (69 parking spaces) to the School and access to the staff bicycle parking spaces.

- Operation:

  - Weekdays: Open before and after school hours to minimise vehicular movements and pedestrian conflicts associated with the operation of this car park during pick-up/drop-off times (7am – 8am and 4pm – 5pm) for staff parking. Gate is closed during school hours but remains accessible via intercom outside of the school pick-up/drop-off times. Also open as required for emergency, maintenance, deliveries and events.

  - Weekends: Only upon arrangement with the School for events and service/maintenance needs.

Gate 6

- Location: South-western corner of the School fronting the adjacent property (the church).

- Vehicular and pedestrian access for church. The church adjacent to the school uses the school car park on Sunday mornings for overflow car parking. Church members utilise this gate to travel between the car park and the church.

- Operation:

    o   Weekdays: Not used

    o   Weekends: Manual operation for church members.

3. Day-to-Day School Operations

3.1. Site Entries

Staff/parents/visitors will access the school using the specific gates outlined to Section 2.

3.2. Pick-up and Drop-off

Figure 3 - Student Pick-up and Drop-off

Student pick-up and drop-off occurs as follows:

- There is a drop-off area within the school grounds which is used in the mornings only. The school gates are shut in the afternoon, so that the pick-up occurs on-street only.

- There is no dedicated vehicular pick-up and drop-off along public roads, though the surrounding on street parking is mostly unrestricted (with the exception of the Bus Zone within the Allies Road school frontage) and this is where pick-up and drop-off occurs.

A strategy will be communicated to all parents and carers that allows the efficient use of the drop-off and pick-up zones during busy times – at the beginning and end of the school day.

Drop-off in the morning

Drivers are directed to pull into the internal drop-off facility and remain in control of the vehicle while an identified supervising adult from the school community assists students to exit the vehicle.

The internal drop-off zone is located within the school with the ability to service up to approximately six vehicles at a time with a staff member supervising the drop-off zone. The following management measures shall be put in place:

- School Caretaker opens Gate 1, Gate 2, Gate 3 from 7am and the gates remain open during the school day.

- One staff member is present during drop-off to assist students.

- Parents/guardians using the internal drop-off should wait for their turn at the facility and not try to park in unmarked areas to maintain a streamlined process.

Pick-up in the afternoon

As the afternoon pick-up only occurs on street, the following management measures shall be put in place:

- One staff member is present at the pedestrian access during pick-up to assist students.

- Staff members are located at the bus bays to supervise students waiting to board buses.

- Vehicles are not to park within No Stopping Zones before and after the pedestrian crossing, undertake U-turns across the local roads or double park. This is to increase safety and to reduce potential queuing.

- A staff member in hi-vis and "slow/stop" sign supervises and assist students crossing at the raised pedestrian crossing on Allies Drive.

Staff and parents / guardians should be informed at the beginning of each year and receive a mid-year reminder about the correct pick-up and drop-off behaviour.
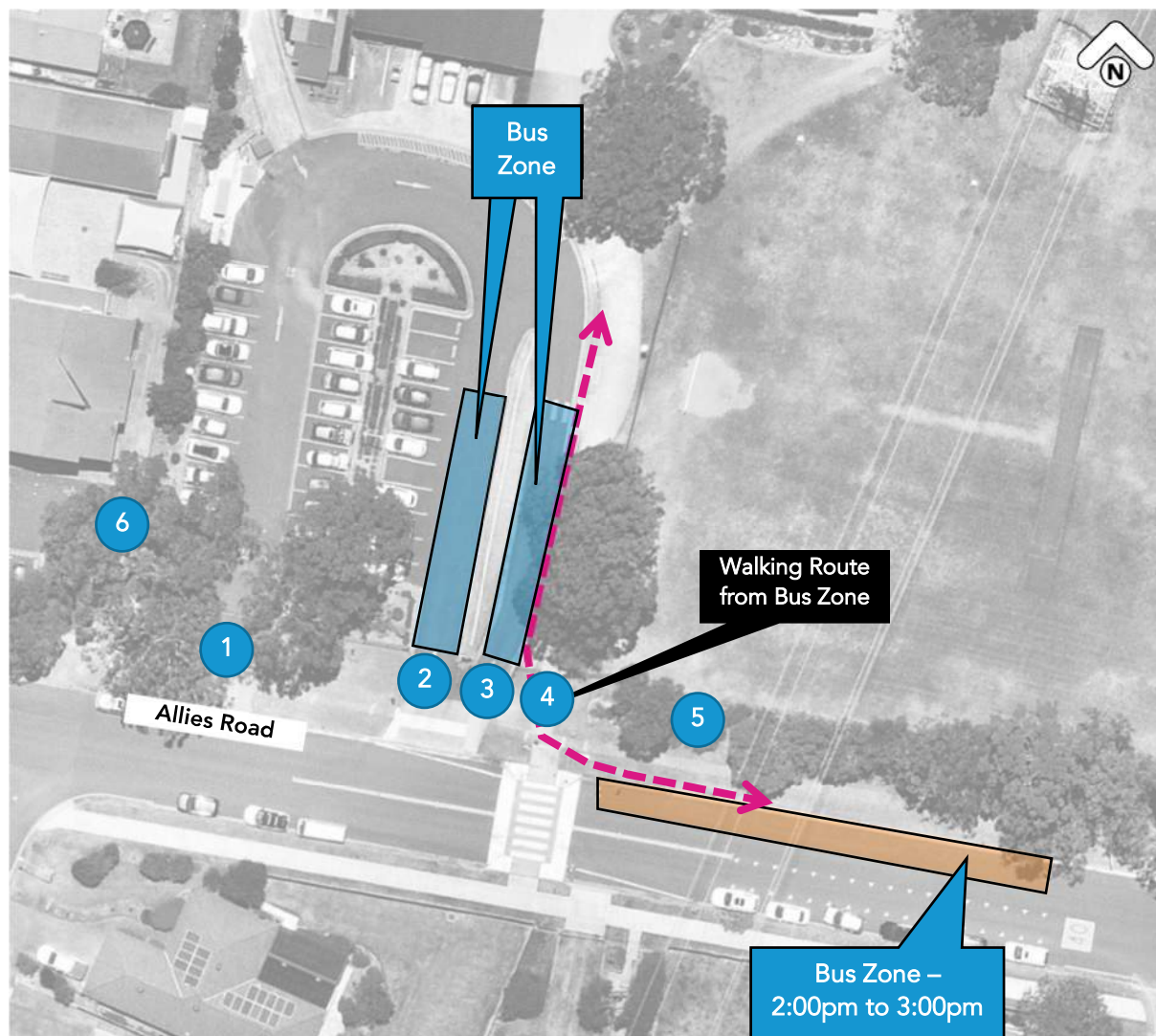
3.3. Buses

Figure 4 - Bus Stop Accessibility

There are 9 buses run by Transdev transporting students to the Sutherland area as well as north of the Georges River.

As shown in Figure 4, the closest bus stop lies within the school car park, which is a 50m walk distance to the main entrance. Another bus zone is located on Allies Road to the east of the pedestrian access of the school, however, this bus stop is only used in the afternoon between 2:00pm and 3:00 pm on school days.

The location of the bus zone is convenient as students do not need to walk far from the school or cross Allies Road. The new staff car park will not be accessible to vehicles during the main student arrival and departure times, thus there will be no conflict between the use of the driveway and pedestrian / bus movements.

The operation for the bus drop-off and pick-up services is as follows:

<u>Drop-off in the morning</u>

- In the morning, all buses drop off students at the bus zones inside the school site.

- One staff member is present during morning drop-off to assist the flow of private vehicles and ensure that buses move as far forward as possible into the bus bay so that the car drop-off spaces are not blocked.

<u>Pick-up in the afternoon</u>

- In the afternoon, the bus stop on Allies Road caters for 3 bus services during the pick-up period and the remaining 9 buses stop at the bus zones within the site.

- Two staff members are positioned at the internal bus zones and two staff members are positioned at the bus stop on Allies Road to support students getting onto the right bus.

- Students will be grouped within school grounds according to the buses they need to take to enable a smoother process.
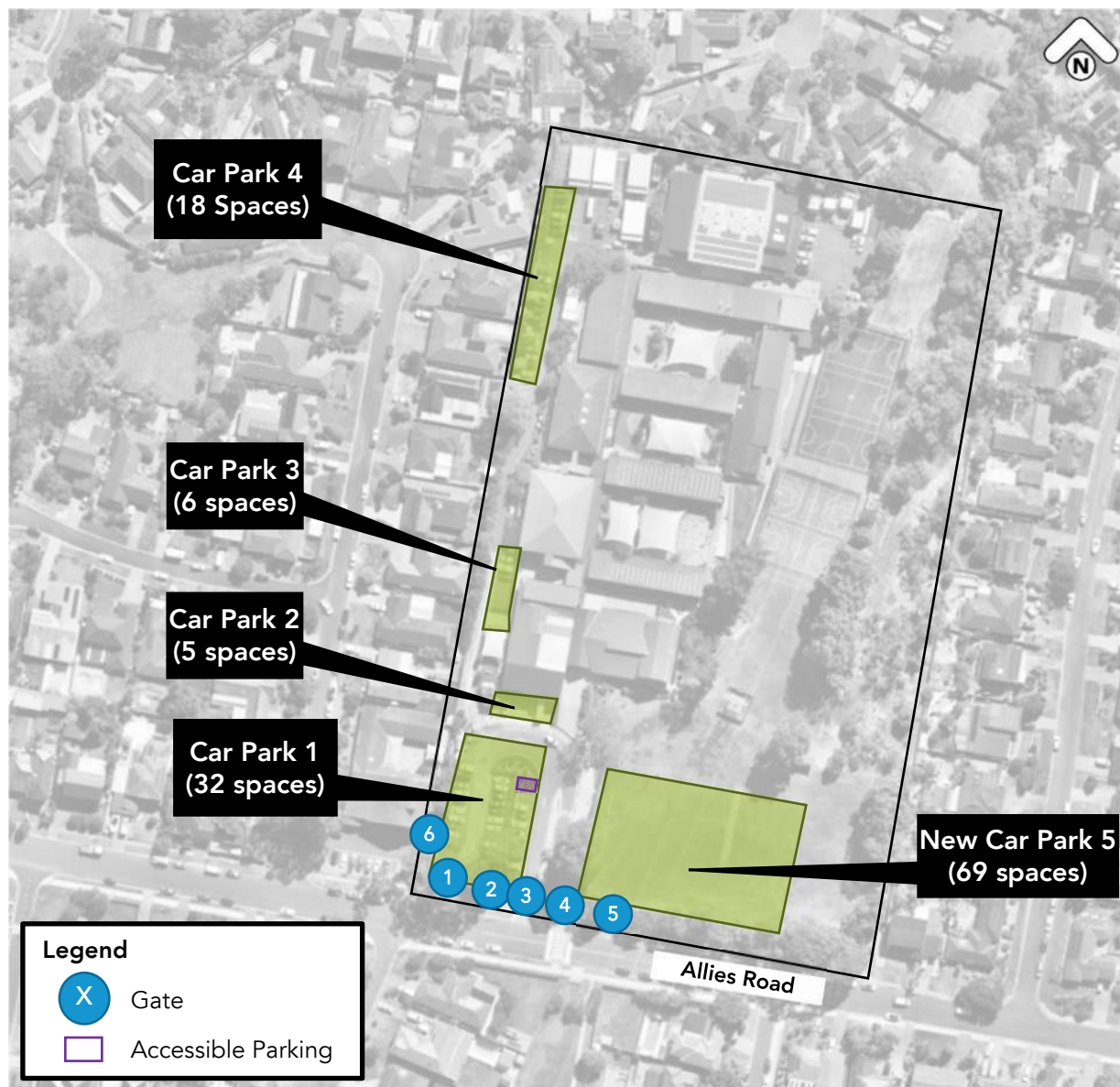
3.4. Car Parking

Figure 5 - Parking Facilities

The total number of parking spaces is 130 spaces (inclusive of two accessible bays) on the School campus including the new Car Park 5. All parking spaces are used for staff parking only. Car parks 1-4 are located on the western side of the school, with access via Gate 1 and Gate 2 off Allies Road. The new car park is accessible via Gate 5 off Allies Road.

The following car park management measures shall be put in place:

- No students are to park within the school grounds.

- Staff are encouraged to arrive and depart outside of the peak pick-up and drop-off times to reduce conflicts with pick-up/drop-off activity. Staff are advised to limit travel between 8:00-9:30am and 2:30-4:00pm where possible.

- Staff should be trained and have safety inductions on the procedures outlined within this PoM.

- School is to maintain a logbook to record attendants and incidents.

- Staff should be informed of these measures at the beginning of each year and shall be reminded throughout the year as required.

- Staff must park safely and legally, and only in marked bays. Parking signs are planned with children's safety in mind and all vehicles must slow down to 40km/h in the School Zone on Allies Road and stay aware of crossings.

- Within car parking areas, all vehicles are limited to a 10km/h speed limit.

- Staff must always park and turn legally around the school and never double park as it puts children's safety at risk.

- Manoeuvres such as U-turns and three-point turns are dangerous and should not be made (both on-street and on-site).

Staff should be informed of these measures at the beginning of each year and shall be reminded throughout the year as required.

- Parents/guardians using the internal drop-off should wait for their turn at the facility and not try to park in unmarked areas to maintain a streamlined process.

3.5. Bicycle Parking

Eight (8) staff bicycle parking spaces are provided within the new staff car park, which users are able to securely lock to fixed bicycle racks. The location of the staff bicycle parking spaces and cyclist access path are shown in Figure 6.
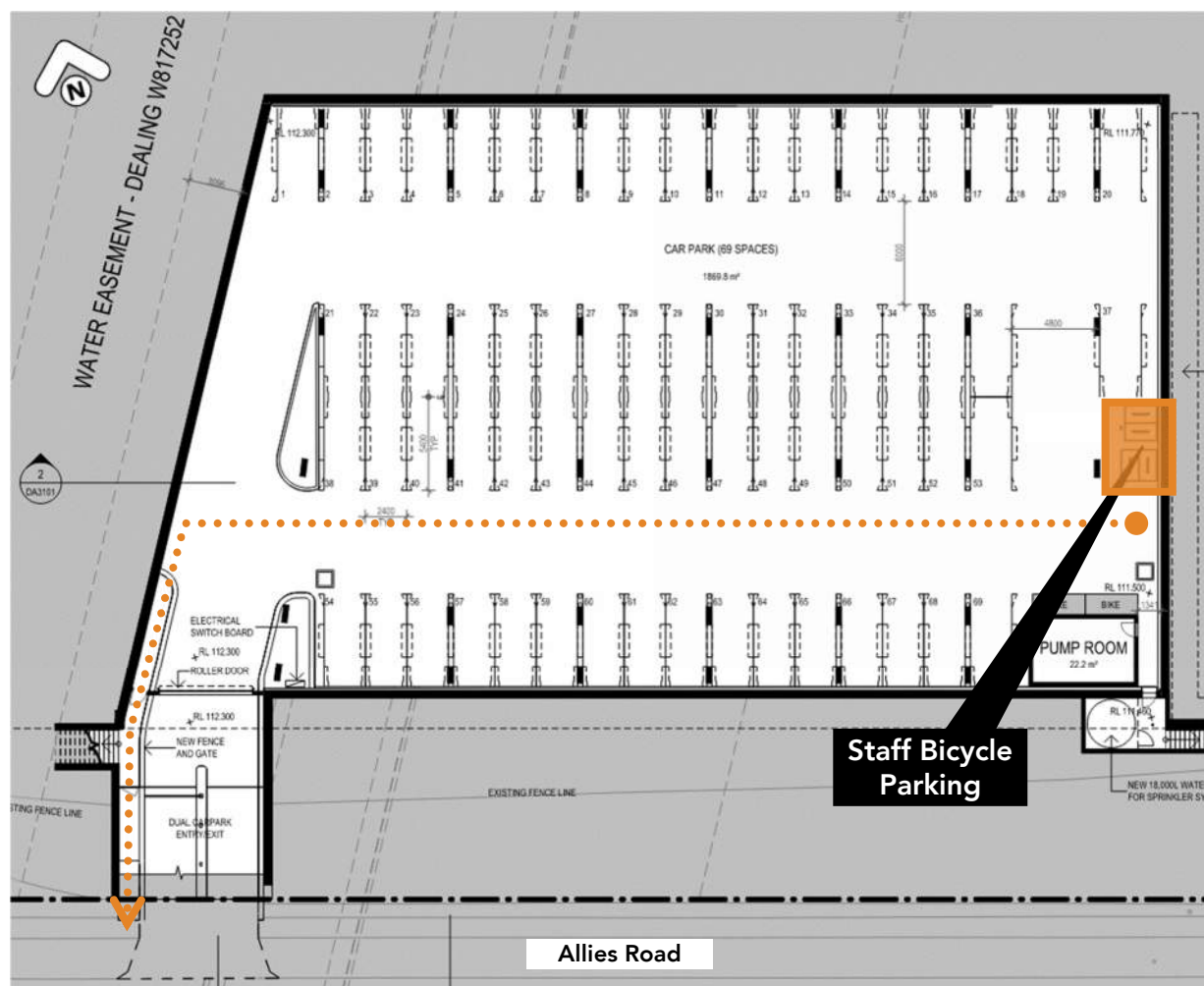
Figure 6 - Staff Bicycle Parking Map

To effectively operate bicycle parking, the following key measures should be considered:

- Provision of suitable bicycle racks in the new car park. The racks must meet the standards of being secure, durable, and user-friendly.

- Establishment of clear and comprehensive signage for bicycle parking, including designated areas for parking and specific protocols on how to park bicycles.

- Regular monitoring of bicycle parking areas to ensure that they are being used appropriately and that safety concerns are promptly addressed.

3.6. Deliveries and Service Vehicles

Waste collection occurs within the staff car park within the existing waste storage area. This area is accessed via Gate 2 (entry) and Gate 1 (exit) as shown in Figure 7. This is to allow for the waste collection vehicle to approach the waste bins straight on for front-lift collection.

Figure 7 - Waste Storage Area

Waste collection and truck deliveries are currently managed outside school student peak movement times between 9:30am – 2pm during school days in order to reduce potential conflicts between pick-up / drop- off and other service vehicles.

Any changes need to be discussed with the School and recorded in this document. Access to the waste storage area is provided by the School Caretaker team.

Before 7:00am and/or after 6:00pm during the school week, upon prior arrangement with the School access for large vehicles via Gate 1 and 2 is provided by the School Caretaker/s. Small deliveries can occur throughout the day, upon prior arrangement with the School. A sign stating delivery hours and a phone number of the School Caretaker shall be installed on Gate 1.

ptc.

4. Event Transport Operations

Chartered buses may be used to transport students to and from excursions. The following management measures shall be implemented:

- Timing of event transport for excursions, sport and camps are outside peak student pick-up/drop-off times.

- Buses arrive at the on-site bus zone approximately 15-20 minutes prior to student pick-up and depart 5-10 minutes after the drop-off is completed. This is to eliminate potential conflicts between buses and students.

- At least two staff members will accompany the group of students to ensure that buses have arrived on time and assist students with boarding and disembarking.

During special events only, parents and visitors are permitted to park in unoccupied staff parking spaces within the staff car park.

The transport procedure shall be explained to staff at the beginning of each year and documented in a controlled, easily accessible policy.

5. Monitoring and Review

This Plan of Management – Traffic is intended to be a live document and contains the traffic management measures for effective operation of the School from a traffic and parking perspective. These measures are to be continually monitored and reviewed and this document shall be updated when changes occur. Such changes may include, but are not limited to:

- School operational hours

- Pick-up/drop off procedures

- School access policies

- Parking provisions (e.g. accessible bays, EV charging bays, bus bays, car parking, motorcycle and bicycle parking)

- Servicing and waste collection arrangement

- Staff training, induction and logbook recording procedures

APPENDIX B

EVACUATION POLICY AND PROCEDURES

Evacuation Policy and Procedures

Description
This document establishes procedural guidelines to be followed where it is necessary for school buildings to be evacuated.

Persons affected
- All Shire Christian School staff present on the school grounds
- All Shire Christian School students present on the school grounds
- All visitors, providers and parents present on the school grounds

Evacuation policy
The policy and procedures apply when it is necessary for school buildings, and/or outdoor areas, to be evacuated. This will involve:
- Moving all staff, students and visitors to the school from the buildings to designated evacuation sites.
- In extenuating circumstances, the principal or their delegate, may instruct all people present on the school site to leave the school grounds altogether to another place of safety.
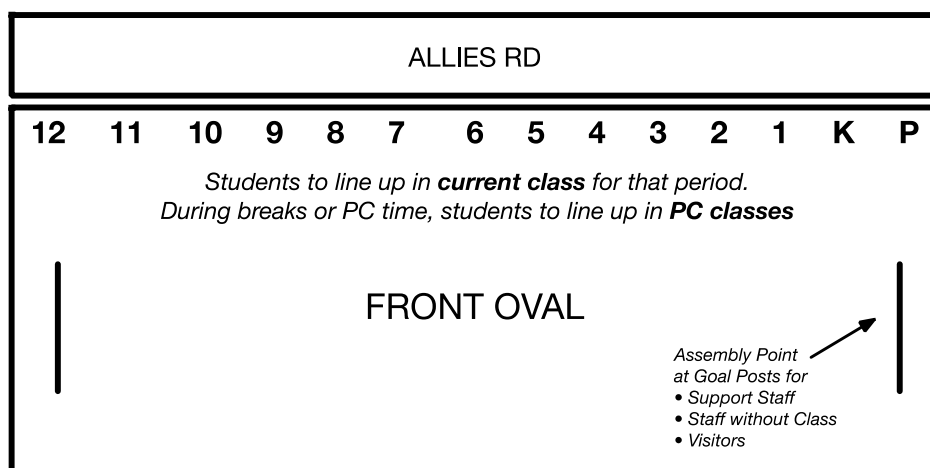
All employees of the school are required to read, understand and follow the contents of this document.

Identifying an Evacuation Emergency
- An Evacuation is signaled using the Evacuation alert as below:
  Rising siren with announcement, "Evacuate Now. Move to Evacuation Point."

The Evacuation Site
All people on the school grounds at the time an evacuation alarm sounds are required to assemble on the area adjacent to the bus bay and Allies Road. For the purposes of this policy, this area will be referred to as the front oval. The only time when people should not evacuate to the oval is when it is too dangerous for them to do so. In this instance, people should evacuate to the closest, safest area. The map below indicates where individuals should stand on the oval once they have evacuated.

ALLIES RD

| 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | K | P |

*Students to line up in **current class** for that period.*
*During breaks or PC time, students to line up in **PC classes***

FRONT OVAL

Assembly Point at Goal Posts for
• Support Staff
• Staff without Class
• Visitors

Responsible Persons

In the event of a responsible person not being present on the school site at the time of an evacuation, a delegate will perform that duty in addition to the duties already assigned to him/her.

The Principal

- Assesses the emergency and risk of danger.
- Gives instructions to others present on the site to ensure safety.
- Communicates with statutory authorities e.g. The Fire Brigade.
- Determines when the site is safe and the school can resume its regular activities

The Deputy Principal

- Ensures the orderly and safe assembly of all people present on the evacuation site and instructs other staff to ensure that all people are standing in their allocated area.
- Receives reports from all other responsible persons that the tasks required of them have been performed and asks those persons if they perceive any ongoing danger or risk to an individual.
- Informs the Principal of what has been reported to him.
- Delegate for the Principal.

The Business Manager

- Fire warden for the administration block.
- Confirms that all support/non teaching staff are present at the evacuation and informs the Deputy Principal of the whereabouts of all of these staff members.

Head of Junior School

- Receives reports from all Junior School classroom teachers on the whereabouts of all Junior School students and informs the Deputy Principal.
- Ensures that all Junior School teachers and teachers' aides are accounted for at the evacuation site and informs the Deputy Principal.
- Provides specific advice and support to teachers in relation to Junior School students with welfare needs during the evacuation.
- Deals with student misconduct during the evacuation.
- Delegate for the Deputy Principal.

Head of Secondary School

- Receives reports from all Secondary School classroom teachers on the whereabouts of all Secondary School students and informs the Deputy Principal.
- Ensures that all Secondary School teachers and teachers' aides are accounted for at the evacuation site and informs the Deputy Principal.
- Provides specific advice and support to teachers in relation to Secondary School students with welfare needs during the evacuation.
- Deals with student misconduct during the evacuation.
- Delegate for the Deputy Principal.

Fire Wardens

Fire wardens are primarily responsible for the safe evacuation of a particular area or building in the case of a fire or other emergency requiring an evacuation.
Providing it is safe to do so, this involves:

- At least 1 warden per area should wear a high visibility vest that is kept in an easily accessible location.
- Checking that all rooms in their designated building have been vacated and, where possible, locked after people have vacated each room.
- Providing guidance to those evacuating their designated building.

- Employees given the responsibility of being a warden will only act in that capacity if:
  - They are present in their allocated building at the time of the evacuation alarm **and**
  - They do not have responsibility for a class at the time
- Evacuating to the oval.
- Reporting to the Deputy Principal that they have checked the building allocated to them. Numerous people have been allocated to be fire wardens for a particular building or group of buildings to ensure that at least one person will be available to act in that capacity.

Building/Area	Fire Wardens
Administration block	Business Manager, Principal's PA, Assistant to the Deputy
Library and secondary classroom building	Secondary Library Staff, Psychologists
Secondary staffroom building (both floors)	Secondary Assistant, Head of Maths, Head of Visual Arts
Wood, Metal and Food Tech rooms, Science labs, TLC, Rooms 31, 32, toilets next to 28	Heads of TAS, Science and HSIE
IRC	Any learning support or library staff member present at the time of the alarm
Tennis courts, the gym and all rooms connected to the gym building e.g. music, textiles	Any staff member in the PDHPE, Christian Studies or Music staffroom at the time of the alarm
Student toilets	Site and Grounds Staff

All other rooms in the school will not have a fire warden. It will be the responsibility of the teacher in that room at the time of the evacuation to ensure that no one is left in the room after it has been evacuated. Unoccupied rooms at the time of the evacuation should already have been locked.

Procedures during class time
Teachers teaching a class at the time of the alarm
- Instruct students to remain in their seats.
- Count the number of students in the room before evacuating the room.
- Instruct students to leave all their belongings in the room.
- Check for the closest route to the evacuation site using the map on the wall in the room
- Walk with all of the students, as a group, to the designated area for that particular year group on the oval.
- Count the number of students on the oval and confirm that this is the same number of students that were in the classroom prior to the evacuation of it.
- Report to the Head of Junior School/Secondary/HOD the names of any students who are either absent for the day, or are missing during the evacuation. If all students are present, this should also be reported.
- Ensure that all of the students you brought to the oval stay with their class and do not move until after the Principal formally allows normal school activities to resume.

Any employee or visitor who is not responsible for teaching a class at the time of the alarm
- Fulfil any specific responsibilities allocated e.g. fire warden.
- Those who do not have a specific, allocated responsibility should evacuate to the oval by the shortest, safest route as indicated on maps affixed to walls in buildings unless it is dangerous to evacuate by that route.
- Stand in the allocated area according to the map in this document.
- Be available to assist with any actions to ensure the safety of others.

Procedures during Recess, Lunch, Event or other Variation to Routine
- Direct students, in the area being supervised, to the oval by the safest and shortest route.
- Staff not on duty to assist in this as they make their own way to the front oval.
- Remain with the students on the oval.
- Students to line up in their pastoral care classes (7-12) and core classes (P-6).
- Pastoral care teachers then check that all of their students are present.
- Report students who are missing/absent to Year Patron (7-12) or Head of Junior School (P-6).
- Ensure that students stay with their PC teacher/class teacher and do not move until the Principal directs otherwise.

Procedures for The Principal's PA and reception staff
Take documents to the oval, at the time of the evacuation, that indicate:
- Print off of Pastoral Care Rolls (used in the case of outside lesson time)
- The presence of visitors on the school site
- A sign out book or similar to indicate staff who have temporarily left the premises
- Staff who are absent for the day
- The presence of casual teachers who are on the site at the time of the evacuation

Bring to the evacuation area:
- Bring first aid kits and/or student medical kits
- Megaphone for the Deputy Principal (or delegate).

APPENDIX C LOCKDOWN POLICY AND PROCEDURES

Lockdown Policy and Procedures

Description
Shire Christian School's Lockdown Policy establishes guidelines for procedures to be adopted in the event that staff and students are required to move inside as quickly as possible. Situations which might necessitate this include lightning strikes, chemical spill or intruders.

Persons affected
- All Shire Christian School staff present on the school grounds
- All Shire Christian School students present on the school grounds
- All visitors, providers and parents present on the school grounds

Lockdown Policy
The purpose of this policy is to ensure the safety of students and staff in the event of an environmental danger or intrusion, which threatens their safety in the exposed areas of the school grounds.

Identifying a Lockdown Emergency
- Lockdowns are signaled using the Lockdown alert as below:
  Repeating monotone with announcement "Lockdown, seek shelter inside"

Responsible persons
A Lockdown may only be instigated by the Principal or their nominee, who would be a member of the school executive.

Principal
Factors to be taken into consideration by the Principal in determining appropriate action would include:
- Nature of the threat
- Likelihood of harm to staff, students and visitors
- Initiation of the Lockdown procedure
- Contact the relevant authorities e.g. police for an intruder
- Signal the end of the Lockdown by three bells and by executive members physically walking to each classroom to advise the end of the lockdown.

Staff
It is the responsibility of each staff member to ensure the safety of themselves, nearby students, visitors or contract workers by taking cover in the nearest building. When necessary, doors should be locked and cover taken in the building.

Students/Shire Christian School community
Every staff member, student and member of the school community will move quickly and quietly to the nearest building where they are to take cover if necessary.

Procedures
Principal
The following steps are to be taken in the event of an incident requiring lockdown of the school.

Step	
1	Assess the risk of the emergency (unless it is a police directive which must be followed)
2	Alert the school
3	Report the incident to relevant authorities if necessary e.g. Police
4	Determine the action that is to be taken
5	Terminate the lockdown
6	Implement and monitor follow up proceedings

Staff

Step	
1	Details of a potential incident are to be relayed directly to the Principal or an executive member if the Principal is unavailable.
2	Staff on class - ensure the safety of themselves and their students by taking cover, closing blinds and locking doors. Staff not on class, take cover in the nearest building.
3	Relay information to the Principal or office using a mobile phone only if it is safe to do so, otherwise mobile phones should be switched off or on silent
4	Remain inside until the Lockdown is terminated according to 4.1.3
5	Maintain confidentiality

Office Staff
- Lock the doors to reception if it is safe to do so.
- Display on the doors of Reception a sign which reads:
  The school is currently in lockdown. There is no entry at this time.

Definitions
Lockdown
Lockdown – situation where all members of the community are required to take cover in the nearest building and then lock the doors if necessary.

Executive
The following people are currently members of the school executive: David Stonestreet (Principal), Natalie Bluhdorn (Academic Head), Peter Watters (Business Manager), Paul Carter (Head of Junior School), Peter Richardson (Head of Secondary School)

Additional information
Priorities
In such a situation the priorities are:
- Calmness – remain calm and reassure others
- Concealment – take cover, shut and if necessary lock doors
- Communication – communicate with the Principal or office only if essential and safe to do so

Document Control				
Date of change	Changes made	Date staff informed & how informed	Location of this document	Redundant policy archived? Where?
23/03/2016	Newly created policy	First staff training by DP in July staff week	Staff wiki / staff documents	Previous policy either couldn't be found or doesn't exist
05/05/2016	Formatted	NA	Exec – Registration 2016	NA
05/05/2016	Updated policy		Exec – Registration 2016	NA
08/08/2018	Formatted	NA	SEQTA/Exec Server – Policies and Procedures	NA
14/05/2019	Formatted	NA	Principal & PA Server	NA
23/02/2022	Formatted, Staff names updated	NA	SEQTA/Exec Server – Policies and Procedures	Server
05/2022	Emergency bell tones updated in line with the new bell system	05/2022	Exec SharePoint server	NA
Document responsibilities				
Person responsible for implementation and review of the policy	Principal Deputy Principal			
Frequency of review	Ongoing			
Frequency and nature of staff training	Ongoing			
Log of training	Ongoing			
Review and improvement				

The staff will be given specific training in some policies and procedures where there will a structured opportunity to provide feedback on the document. Other policies and procedures require staff to familiarize themselves with the policy in their own time. All school employees are encouraged to raise concerns or suggest changes to all school policies and procedures at any time. They should do this by writing an email to the Principal's PA. The executive will then consider that feedback and make a decision on whether a change to the policy or procedure is warranted. If a change is made, the person responsible for the policy will inform staff and archive the redundant policy as per the two tables above.

Changes to file names for archived policies – the new policy will need to indicate the version in the file name to distinguish it from its predecessor e.g. child protection policy V1 2016.docx is replaced by child protection policy V2 2016.docx

Prepared By	Principal
Date Prepared	18 March 2016
Monitored by	Deputy Principal
Review by	Deputy Principal
Date of Review	March 2023