

## SCHOOL SAFETY OVERVIEW

Welcome to St Bede's Catholic College.

As per the fourth domain, Service and Governance, from our Foundation Plan, St Bede's Catholic College is committed to providing a safe learning environment for the whole community. 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.

### Address

Heritage Drive  
Chisholm 2322

### Phone

(02) 4088 8222

### Principal

Mr John Murphy

### Assistant Principal

Mr Brett Donohoe  
Mrs Emma South

### Web Address

[www.chisholmsb.catholic.edu.au](http://www.chisholmsb.catholic.edu.au)

### Email

admin@chisholmsb.catholic.edu.au

## COLLEGE SAFETY RULES FOR VOLUNTEERS AND VISITORS

1. **Report** to College Office on arrival and **sign in** using the iPad.
2. Wear your **ID badge** while on College grounds.
3. Ensure that you:
  - Stay within **designated areas**
  - Use **only** the **toilets or amenities allocated** to you.
4. If an **emergency evacuation or lockdown** is called, ensure that you follow the College's *Emergency Procedures*.
5. **Smoking, alcohol and illegal drug** use are not permitted.
6. If a **safety incident** occurs, advise the College Office or staff member immediately.
7. If **first aid** is required, contact the College Office immediately.
8. If you identify a **potential safety hazard**, advise the College Office immediately
9. On completion of your visit, **sign out**
10. You have an **obligation to report any child protection matters to the Principal or Principal delegate**.

## ALL VISITORS & VOLUNTEERS MUST COMPLY WITH SAFETY POLICIES, PROCEDURES AND DIRECTIONS

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

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

Copies of the College *WHS Policy, First Aid Policy, and Emergency Procedures*, are available on our web-site. We recommend that you familiarise yourself with them so that you can work within our safety guidelines for your own benefit and the benefit of others in the College community.

## FIRST AID

First aid is available to all people at this College, including visitors & volunteers, and is administered according to set procedures by a trained First Aid Officer. Access to the first aid room can be organised by the Office should medical assistance be

required. If an injury has occurred, you may be asked to complete some incident-related documentation.

### BATHROOM FACILITIES

Toilets and amenities for visitors & volunteers use are located in the Office. You are requested to use ONLY these and NOT student amenities.

### SCHOOL TIMES

- Class commencement: 8.45am
- Recess:
  - 11.00 – 11.30am (Monday - Thursday)
  - 10.20 – 10.50 (Friday)
- Lunch
  - 1.30 – 2.00pm (Monday - Thursday)
  - 12.50 – 1.10pm (Friday)
- Sport: 1.10 – 3.10pm (Friday)
- School conclusion:
  - 3.00pm (Monday – Thursday)
  - 3.10pm (Friday)

### IN CASE OF EMERGENCY

Emergency drills, i.e. lockdown and evacuation, are carried out regularly so that the College community can

respond calmly, quickly, and safely. Visitors & Volunteers MUST follow the procedures whether it is a real emergency or a drill.

**Evacuation:** Move quickly via the most direct and safest route to the Bus zone at the front of the school. If it is not safe to move to this point move to the alternative assembly point which is at the far north western end of the car park

**Lockdown:** Move quickly to the nearest room and if locked identify yourself by your name, the name of your son/daughter and his homeroom class. Once inside the room follow the directions of the staff member.

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

- Follow the *Emergency Procedures*
- Proceed calmly to the emergency Assembly Point between the staff carpark and school bus zone
- Follow the directions of school staff.

*The signal that an EVACUATION emergency is occurring is a continuous intermittent siren which builds from a low to high tone. The LOCKDOWN signal is an intermittent siren with a consistent pitch.*

## St Bede's Catholic College

SHINE WITH CHRIST'S GLORY



ST BEDE'S  
CATHOLIC COLLEGE

