



KENSINGTON PUBLIC SCHOOL

SCHOOL SAFETY PROCEDURES

Visitors on Site

Visitors are people on site visiting students, staff or the office. This includes parents, DoE Staff, contractors and presenters.

NB: All volunteers/ visitors working with our students must hold a valid Working With Children Check (WWCC) which can be obtained from the Office of the Children's Guardian website and Services NSW. Any volunteer /visitor who does not fulfil the requirement of a WWCC clearance will not be able to participate in programs at school.

All visitors MUST:

1. Enter and exit school through the appropriate gate depending on the time of the day.
2. Present at the school office to sign the visitors' register.
3. Wear a lanyard provided by the school office at all times while on the school grounds.
4. Sign out on departure and return the lanyard at the time of departure.

Movement of Vehicles on Site

The double gates on Bowral Street are to remain locked at all times.

- All visitors must sign in at the school office before vehicles can gain access.
- Parking is available on Doncaster Avenue between 9am and 2.30pm. A ramp for easy access of deliveries is located at Gate 2 on Doncaster Ave.
- If it is necessary to unload in the playground, access will only be given before 8.30am and after 3.30pm. Entry during school hours will not be permitted.
- Vehicles must travel at a maximum of 5km per hour when on site and movement may only occur when guided by a Kensington Public School staff member.
- When entering or leaving there must be at least one Kensington Public School staff member on foot to guide the vehicle.