

KISS AND GO DROP OFF & PICK UP POLICY & PROCEDURE

Last updated July 2016

Authority

This Policy & Procedure is issued in line with the following sections of the *Work Health and Safety Act NT 2011 National Uniform Legislation (NUL)*.

- Section 17 – Management of Risks
- Section 19 – Primary Duty of Care
- Section 27 – Duty of Officers
- Section 28 – Duty of Workers

Statement of Purpose and Intent

St Mary's Catholic Primary School, (SMCPS), is committed to providing the safest possible environment for all children, staff, family and visitors. To assist parents and guardians with the safe drop off and pick up of children, the following Policy & Procedure has been developed. Given the Hazards identified by the SMCPS Work Health and Safety Committee, the purpose of this Policy & Procedure is to provide all SMCPS stakeholders with a practical, consistent and uniform document on the safe use of the 'Kiss and Go' zone at the school.

Related References

- Work Health and Safety Act NT 2011 (NUL)
- Work Health and Safety Regulations NT 2011 (NUL)
- www.roadwise.asn.au (Road Wise)
- www.kidsafewa.com.au

Implementation

This document is to be implemented by the following means:

- Review by SMCPS Principal, WHS Committee, School Board and staff
- Consultation and review with relevant stakeholders
- Safety Bulletin, (Procedure), released through email, newsletter and hard copy to teachers, parents and relevant stakeholders
- Prominently displayed on various notice boards throughout SMCPS
- Education and instruction as required

Procedure for 'Kiss and Go' – Morning Drop Off - 8:15-8:45am

- Parents are responsible for supervising their children until they have entered the school
- Grounds in the morning
- Children are to be dropped off as close as possible to the Cavanagh Street Walkway entrance
- The Kiss and Go zone is clearly sign posted on the fence and green paint on gutters
- Apply your handbrake while the children exit your vehicle
- Children must use the footpath side door, preferably rear, of the vehicle to exit
- Wait until your child is safely inside the school gates before driving off
- Maximum stop time is 2 minutes

Procedure for 'Kiss and Go' – Afternoon Pick Up - 3:00pm-3:30pm

- Children assemble at Cavanagh Street Walkway at 3:15pm for Parent Pick Up
- Children are supervised by 2 staff members at Cavanagh Street Walkway from 3:15-3:30pm
- The Kiss and Go zone is clearly sign posted on the fence and green paint on gutters
- Kiss and Go entrance for cars commences on Lindsay Street – do not enter the Kiss and Go zone on Cavanagh Street for safety and traffic flow reasons
- Drivers wait in line on the school side of the road and move forward as the line progresses from Lindsay Street and around the corner left into Cavanagh Street
- Display your name sign on the dash of your vehicle
- Never leave / park your vehicle
- When you pull up at the pick-up point, apply your handbrake
- Children must enter the vehicle from the footpath side
- Wait until your child is properly restrained before moving off
- If there are no available spaces in the Kiss and Go zone for your vehicle, please continue to do a lap around the perimeter of the school until a space becomes available. This will avoid traffic jams and congestion

Safety Considerations

- We strongly encourage parents to observe a 20km/h speed limit during drop off / pick up times
- Do not congest the Lindsay Street/Cavanagh Street corner – stop at the sign and proceed around the corner when safe to enter the parking zone
- Never double park or do a U-Turn close to the drop off / pick up zone
- SMCPs strongly encourages parents / guardians to be responsible for ensuring their child is inside the school gate before they drive away
- Parents/guardians must never park and leave vehicles for any length of time in the zone

*Please choose safety over convenience...
Your child's welfare is of the utmost importance to us!*

Evaluation

This policy will be reviewed as part of the school's three-year review cycle. A review and audit process will be initiated if circumstances require or near misses and other Hazards / associated Risks are reported. This policy will be published on the St Mary's Catholic Primary School website.

Review/Ratification

Year of review	SIRF Committee Responsible	Ratified By / Date (Month/Year)
2016	Leadership/WHS	School Board – July 2016
2019	Finance, Facilities and Resources	

Next Review: 2019