**PARENT/CARER/VISITOR**

**SAFETY TIPS**

1. All parents, carers and visitors must report to either the Main Reception Office or the Student Services Office on arrival at the school.
2. No parent, carer or visitor has permission to enter any other area of the school unless they have been signed in at the Main Reception Office and are accompanied by a staff member at all times. The only exceptions to this are:
	1. for parent/carer volunteers who are rostered on for Canteen Duty. Such parents are allowed to make their own way to the Canteen after being signed in, provided they know the way;
	2. for parents/carers/visitors attending a ceremony or show in the Theatre, who park in the top oval car park and make their way straight to the Theatre and straight back from the Theatre to their car at the end.
3. When walking in and around the school take note of signage, watch out for traffic and use designated road crossings.
4. Follow the reasonable directions of staff members.
5. Do not wilfully place at risk the health, safety or wellbeing of yourself or others or misuse safety equipment.
6. Parents, carers and visitors who are at the school to work in some capacity (eg at the Canteen) will be provided with an induction appropriate to that area of the school and the task(s) they are to perform.
7. Be prepared to act independently in an emergency, warn others who may be in danger and report emergencies to the nearest Staff Member. If an evacuation alarm “whirl, whirl, whirl, E for Elephant” is sounding, leave via the closest safe exit. Such evacuations will usually be supervised by members of staff. Follow their directions. If the alarm sounds like a “beep, beep, beep, A for Apple”, the emergency is a lock-down not an evacuation. In such a case, remain in the building you are currently in and follow staff directions or head for the nearest building & lock yourself in.
8. Report incidents, hazards and other safety concerns to the nearest staff member or to the Main Reception Office or the Student Services Office.
9. **Drive slowly and safely at all times when on campus, adhering to the speed limit indicated on the signs and any directions of Staff.**
10. Remain calm, respectful and patient when on campus, especially when picking up students at the end of the school day. This site holds about 1050 students and 110 staff. It will take time to pick a child up by car.