

# POLICY: BACK PATH

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## 1. Rationale

At St Michael's School we believe that all children should be provided with a safe environment and when being collected from school, children should be collected by a person authorised to do so.

## 2. Aim

- 2.1. To establish practices that provide children with a safe environment prior to parent pick-up, following dismissal in the afternoon and to assist parents with an orderly collection of their children.
- 2.2. To ensure that a child is going home with a person authorised to collect them within an adequate time frame.
- 2.3. To ensure children are collected and not being locked outside the back gate with no means of re-entry should a parent be running late to pick them up.
- 2.4. To ensure that parents are aware of guidelines for the collection of children from the back path that comply with road safety issues around schools to ensure the safety of children, parents and local residents.
- 2.5. To ensure that children are supervised, where necessary, so as to ensure minimum disruption to local residents.

## 3. Implementation

- 3.1. After the 3.10 pm bell 'back path' children are dismissed and walked down the back path by the back path duty teacher who opens the gate.
- 3.2. Children who walk home via the back gate will continue home. A parent must have previously sent in written permission for their child to walk home.
- 3.3. Children who are being collected by a parent are to wait at the back gate until their parent arrives to collect them.
- 3.4. Parents are to park their cars in a safe manner ensuring that they comply with the local road rules and walk to the back gate to collect their child/children. These road safety issues include:
  - 3.4.1. Ensuring that the safety of all children and other persons is not compromised at any time.
  - 3.4.2. Always observe the parking signs outside the school. They are designed to keep children safe.
  - 3.4.3. Do not double park as it blocks the vision of other drivers, forces children onto the road into an unsafe situation and obstructs the flow of traffic.
  - 3.4.4. Do not park across driveways.
  - 3.4.5. Further information on road safety issues around schools can be found at [http://roadsafety.transport.nsw.gov.au/downloads/schoolsafety\\_dl1.html](http://roadsafety.transport.nsw.gov.au/downloads/schoolsafety_dl1.html).
- 3.5. The back gate will be closed at 3.20 pm. The back path duty teacher will escort any child not collected to the 'Slow and Go' area for collection.
- 3.6. If the child is not collected at the "Slow and Go" by 3.40 pm they will be escorted to the office to await collection.
- 3.7. If there are unforeseen changes to going home arrangements the following procedure will be in place.
  - 3.7.1. Parents are to ring the school office by 12.30 pm.
  - 3.7.2. A list of the children with changed arrangements will be given to the teachers during the lunch break.

- 3.7.3. No phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning.
- 3.8. If there are unforeseen changes to arrangements after 12.30 pm – the following procedure will apply:
  - 3.8.1. Do not call the school office as no phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning.
  - 3.8.2. Children will go to their nominated pick up area as indicated in their diary.
  - 3.8.3. If the child is not collected at the “Slow and Go” by 3.40 pm they will be escorted to the office to await collection.
  - 3.8.4. The only exception to this arrangement would be in relation to bus travel or children walking home due to an unforeseen emergency change in arrangement.

**4. Evaluation:**

The policy will be evaluated annually.