



OPERATIONAL MANAGEMENT PLAN

DOCUMENT INFORMATION

The St Anthony of Padua Catholic School Operational Management Plan (OMP) has been developed to describe the procedures and responsibilities for the operation of the school, including requirements for compliance with NSW Department of Education, Sydney Catholic Schools, Liverpool City Council and other statutory and regulatory requirements.

The OMP is to be reviewed annually - or as required – by the *Leadership Team* to ensure the plan addresses any amendments in requirements for the operation of the school.

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1.0 OPERATION OF THE SCHOOL

1.1 School Hours

The School site hours of operation for St Anthony of Padua Catholic School are:

- 7:30 am - 6:00pm Monday to Friday

School Hours are:

- 8:45 am - 3:00pm Monday to Friday, excluding Public holidays.
- Lunch is 10:45am – 11:30am
- Fruit Break is 1:30pm – 2:00pm

Refer to '*School Calendar*' for School Term Dates, Public Holidays and other significant events.

1.2 Hours of Supervision at School

- Supervision commences each morning at 8:15am on the main assembly area playground. This supervision continues until 8.45am when school commences.
- After school supervision commences at 3:00pm and concludes at 3:30pm.

1.3 After School Care

When it begins operating, the hours of operation for the Before and After School Care Service will be:

- 7:00 am -6:00pm Monday to Friday; and
- 7:00 am -6:00pm during School Holidays

1.4 Weekend Activities + Events

Occasional Weekend activities will not exceed 10 occasions per year, and will be held between 7:00 am - 10:00pm on Saturdays. Refer to '*School Calendar*' for significant events.

These may include annual events such as fete, Welcome BBQ, School Picnic etc. When these events are scheduled, letter box drops will be provided to all properties within 250m radius of the school 2 weeks prior to the event advising of any event where an increase in demand of offsite parking is expected.

1.5 School Opening Procedure

The following procedure should be undertaken at the commencement of the school day:

- The first staff member on site will open the gate to Administration and turn off the security alarm;
- The *Teacher on Duty* will open the School Gates and Toilets. The gate and toilets will be opened at 8am (unless Before School Care commences, and the gates will be opened at 7am).
- Classrooms will remain locked until the teacher responsible for the learning space opens the space/s;
- The *School Office Manager* will operate Visitor Sign In Register.

This procedure is documented in the *Staff Handbook*, and staff will be trained in these requirements as a part of their induction.

1.6 School Closing Procedure

The following procedure should be undertaken at the completion of the school day:

- The teacher responsible for the learning space shall ensure all portable assets are locked away;
- The teacher responsible for the learning space shall ensure all windows and doors are closed and locked;
- The cleaner shall ensure all external bins are emptied. The *Leadership Team* will ensure all bins are locked within the Waste Enclosure each weekend and for all school holidays;
- The *Leadership Team* will ensure all gates are locked each night;
- The security alarm system is programed to arm automatically at 7pm each school night.

This procedure is documented in the *Staff Handbook*, and staff will be trained in these requirements as a part of their induction.

1.7 Critical Incidents

Any Critical Incidents within the school shall be managed in accordance with the *Critical Incident Policy*. Refer to *Appendix A - Critical Incident Policy*.

1.8 Evacuations Plans

Evacuation Diagrams are clearly displayed throughout the Administration building and learning spaces. These plans are developed will be reviewed annually by the Management and Safety Committee. The plans will include reference to the procedure and requirements in the event of a bushfire.

1.9 Bushfire

St Anthony of Padua Catholic School is in an identified Bushfire danger zone. If Extreme or Catastrophic Fire Danger ratings are set for the following day (usually by 4pm) - the school may be closed for the day in accordance with advice from the RFS. All Parents will be informed through *Skool Bag* app, and signs will be displayed on all external gates and the main entrance to the school. Two staff members will be on site in the morning to ensure all community members are aware of the closure.

1.10 Emergency Vehicle Access

Emergency Vehicles will access the site through the carpark, where they will escorted on site by the *Critical Incident Leader*, or other nominated members of the *Safety Team*. Refer to *Appendix A - Critical Incident Policy*.

1.11 Fire System and Extinguishers

Any active and passive fire safety systems, including Fire Extinguishers, are to be checked and confirmed as operational in accordance with statutory requirements, at a minimum annually, prior to the preparation of the annual 'Fire Safety Statement'.

The Fire Hydrant is located adjacent to the main entry gate.

1.12 Windows

All Classroom and Multipurpose Hall windows and doors are to be closed when amplified musical instruments are played and singing occurs. This requirement is documented in the *Staff Handbook*, and staff will be trained in these requirements as a part of their induction.

1.13 Playground Noise

Teachers' duty rosters will include supervision of students at all times when they are involved in outdoor play/activities, and during normal arrival and departure times. The responsibilities of the teacher on duty will include close monitoring of noise levels to ensure that possible disturbance to neighbours is minimized. This is documented in the *Staff Handbook* in the section pertaining to Playground Duty, and the .

1.14 Bells

Any school PA system installed shall be specified to ensure that bells shall not exceed 85dBa when measured at a distance of 1m, and shall not last for more than 5 second per 15minutes. This will be documented in the specification brief for the contractors and will be confirmed by a qualified Acoustic Consultant.

1.15 School Canteen

At this stage, there will not be School Canteen operating on site.

1.16 Litter Management Plan

A Litter Patrol Program will be prepared to ensure no waste or litter generated by school students or school activities will cause nuisance to properties within a 100m radius from the school. This program will require members of the School Leadership Team (or assigned delegates) to monitor the environs of the school within a 100m radius, and arrange for the collection of any litter or waste found.

The school *Leadership Team* will be rostered to complete a patrol at a minimum of once per week.

1.17 Student Population

The maximum number of students to be enrolled at St Anthony of Padua Catholic School is limited to 300.

1.18 Staff Numbers

The maximum number of staff at St Anthony of Padua Catholic School is limited to 20 staff FTE.

1.19 Complaints Register

A Complaints Register has been established to document any issues or concerns raised by neighbours or local residents. This register is maintained by the *School Principal, Assistant Principal and Office Manager*. This register is located on the school's Google Drive and will document the following information:

- a. Written record of any complaint received
- b. Time and date of complaint received
- c. Nature of complaint
- d. How the School responded to the complaint and any further action required

A copy of the complaints Register will be made available at the request of Liverpool City Council.

1.20 Management and Safety Committee

The Management and Safety Committee shall meet regularly to discuss and monitor all areas of school safety on the site.. The Management and Safety Committee plans and Agendas will document all matters to be actioned and date of resolution. All documentation is maintained on the St Anthony of Padua Management System site.

The Management and Safety Committee Agenda will include the review and action of items related to:

- School WH&S Log
- Complaints Register (refer to Section 1.19)
- Pedestrian and Carpark Safety (refer to Section 2.1)
- Consultation with Green Valley Police community safety officer, Fire and Rescue, and Liverpool City Council community services.
- Implementation of the relevant sections of the Operational Management Plan

The Management and Safety Committee shall meet at least once per term. These meetings are to be attended by:

- | | |
|---|---------------------------------------|
| • School Principal and/or Assistant Principal | - Lea Dea Anglis and/or Naomi Crowley |
| • SCS Regional WHS Consultant/ Team Leader WHS | - Kent Fague |
| • Parent Representative | - To be advised |
| • Independent Traffic Consultant (as necessary) | - To be advised |
| • Other interested parties | |

2.0 PEDESTRIAN AND CARPARK SAFETY

2.1 Traffic and Pedestrian Management Plan

The Operational Traffic and Pedestrian Management Plan prepared by Thompson Stanbury is to be implemented and reviewed as required. Any issues related to Traffic and Pedestrian Management shall be referred to the *Management and Safety Committee* (refer to *Section 1.20*)

The *Management and Safety Committee* shall provide a report to Liverpool City Council Road Safety Officer (RSO) periodically to ensure issues related to traffic and pedestrian movement and safety, car parking provisions, traffic impact on public roads, and any required road safety measures (including external traffic movements and safety) are appropriately documented and implemented.

This report will be provided in March each year until the maximum Student Population (refer to *Section 1.17*) and Staff Population (refer to *Section 1.18*) are reached. When the maximum population is reached, the report will be reviewed with the LCC RSO at an agreed period of every 2-3 years.

2.2 Morning routine for traffic management

- Parents or carers accompanying their child to the school are instructed to park in the on-site carpark area off Eleventh Ave and then walk with the child to the assembly/playground area.
- Parents or carers may also choose to use the sign-posted on-site Kiss 'n' Go zone (*Set Down/Pick Up Zone*) where students can alight from the vehicle on the kerb closest to the classroom then walk to the assembly/playground area.
- The procedures for using the Kiss 'n' Go zone will be clearly explained in the Parent and Staff Handbooks and reminders given regularly in the fortnightly newsletter and at assemblies.
- No staff, parent or carer parking will occur within the student pick-up area during drop off time. This will be monitored by the Traffic Warden.

2.3 Routine for traffic management on the school site during a school day

- If a car needs to enter the school grounds during school time, the driver will park in the on-site car park and report to the school office. Any car in the on-site car park, or the Kiss 'n' Go zone is to travel at a speed no greater than 10km/hour. This will be signposted clearly throughout the car park area.

2.4 After school routine for children being collected by parents or carers

- After the afternoon dismissal, students remain with their teacher until collected by a parent or carer.
- Off-street parking areas will be utilized by parents or carers needing to enter the school grounds to collect their child from the relevant teacher and location.
- Families using the Kiss 'n' Go zone (*Set Down/Pick Up Zone*) will be provided with a family name card by the school. This card will be displayed on the passenger side visor as to be visible from the outside.
- Students who will be picked up at the Kiss 'n' Go zone, will be accompanied by the teacher (Traffic Warden) on duty to the pick-up area and will remain seated until their family name is called. The teacher on duty will wear a high visibility vest and will supervise students entering vehicles (from kerb-side only).
- As the vehicle approaches, the Traffic Warden will call out the family name to the students. When the vehicle is stationary, the student opens the car door on the kerbside and closes the vehicle door.
- The driver of the vehicle takes responsibility for the child fastening their restraint before driving away.
- The procedures for using the Kiss 'n' Go zone will be clearly explained in the Parent and Staff Handbooks and reminders given regularly in the fortnightly newsletter and at assemblies.
- Any child not collected by 3:30pm is brought up to the school office to wait for collection.
- No staff, parent or carer parking will occur within the student pick-up area during pick-up time. This will be monitored by the Traffic Warden.

2.5 School Buses

- No school bus service is provided at this time
- When a school bus service is provided, the bus arrival and departure times are to be staggered to ensure the internal bus spaces can accommodate any bus parking required.
- When a school bus service is provided, the topic will be added to the agenda of the Management and Safety Committee meeting for discussion and review.

2.6 Training of teachers in applying the traffic management plan.

- Training will be provided for all staff at the initial Staff Development Day each year and at a staff briefing should any changes be made to the plan during the year.
- A new teacher employed during the year will be trained as part of their induction to the school and site by their mentor.

2.7 Familiarising casual staff to the plan.

- New casual staff will be trained as part of their induction to the school and site by the Assistant Principal.
- Any changes to the plan will be communicated to existing casuals by the Assistant Principal when they next work at the school.
- Note that no more than one casual teacher is to be on the afternoon pick up duty. They will only be on the duty with an existing staff member

2.8 Carpark Management:

Use of the carpark, including travel direction will be clearly explained in the Parent and Staff Handbooks, and reminders may be sent through the fortnightly newsletter, Skool Bag app and at assemblies. The Teacher on Duty (Traffic Warden) will monitor the movement of traffic in the carpark and advise the Leadership Team of any issues. The Traffic Warden will wear an appropriate high visibility reflective vest during the times of carpark management.

2.9 Action in the case of an emergency.

In the event of an emergency, the school's Critical Incident Management Plan is to be followed. In an emergency, supervising teachers should contact **000** and the school office on 9606 8600.

2.10 Deliveries and Service Vehicles

Deliveries and service vehicles are to be scheduled to occur between 7:30am and 6:00pm; excluding the peak AM and PM pick up and drop off times of 8:00am – 9:30am, and 2:30pm – 3:30pm.

2.11 Loading Zone

All loading and unloading to be undertaken from within the School carpark. A dedicated Loading Zone is provided. Deliveries are to be scheduled in accordance with section 2.9 above.

2.12 Staff Parking Spaces

The first seven spaces of the on-site carpark are designated – and signposted - as staff parking (Refer to Carpark Signage Plan)

Additional parking spaces will be allocated and signposted as 'Staff Parking' as staff numbers increase, to a maximum of 20 staff spaces in accordance with the Traffic Impact Statement. Additional staff parking spaces will be provided prior to any increase in staff numbers.

Staff who wish to utilise the Staff Parking on-site shall arrive prior to 8:00am and exit after 4:00pm to minimise vehicular movements during the peak student drop off and pick up times.

2.13 Pedestrian Access

Pedestrian access is provided along the southern side of Eleventh Avenue to the front of the School, and the footpath extends east to Edmonson Avenue.

2.14 School Crossing

The Management and Safety Committee has reviewed Liverpool City Council DA465/2016 DA Condition 146; the need to install a school crossing to Eleventh Avenue as a result of the enrolment of the 20th student. The determination was that a crossing was not required at this time as there is no pedestrian footpath along the northern side of Eleventh Avenue. The requirement for the provision of a School Crossing will be reviewed prior to the commencement of each school year and included in the report to LCC (refer to Section 2.1 Traffic and Pedestrian Management Plan).

2.15 Road Safety Program

A comprehensive Road Safety Program will be part of the school curriculum in accordance with the NSW PDHPE Syllabus.

3.0 SECURITY

3.1 Site Security/Fencing

Security fencing with lockable security gates is provided to the perimeter of the school, and is to be locked outside of school hours to prevent unauthorised access to the site. Refer to Section 1.5 and 1.6 for procedure and responsibility for the security of the site at the commencement and completion of the school day, and weekends and school holidays.

3.2 Building Security

It is the responsibility of the Teacher Responsible, and Leadership team to ensure all buildings are locked outside of school hours to prevent unauthorised access to the site. Refer to Section 1.5 and 1.6 for procedure and responsibility for the security of the site at the commencement and completion of the school day, and weekends and school holidays.

3.3 Security System

A back to base security system is provided and will arm automatically at 7pm each night. This system will be monitored, with additional random security patrols to be provided by a security contractor. The security contractor will be responsible for the provision of signage to buildings and perimeter fences warning intruders of the presence of security systems.

All staff will be informed of these security measures as a part of their induction.

3.4 Lighting

Security and safety lighting has been provided to the perimeter of the buildings. This lighting is to be checked by the Leadership Team to ensure it is operational and any maintenance issues are to be notified in accordance with the requirements of Section 4.1 *General Maintenance*.

3.5 Assets and Personal Items

All assets owned by the school will be identified and labeled, and included in the Asset Register. The *School Office Manager* is responsible for the maintenance of the Asset Register.

All portable items, including laptops, tablets and the like, are to be placed in a lockable storeroom when they are not in use, and/or the learning space is left unoccupied. All staff are provided with a lockable space for personal items as outlined in the *Staff Handbook*.

These requirements are documented in the *Staff Handbook*, and staff will be trained in these requirements as a part of their induction.

4.0 MAINTENANCE

4.1 General Maintenance

All matters of concern regarding WH&S or maintenance issues must be logged on the Maintenance log on the Google Cloudshare page under the Administration tab and be reported immediately to the Principal or Assistant Principal. A groundsman and/or handyman will be employed to attend to regular maintenance both inside and outside the buildings on a regular basis.

A review of the WH&S Maintenance Log is an item on the Weekly Executive Meeting and Staff Business Meeting. The log is to be maintained by the *School Office Manager*.

4.2 Landscape Maintenance

A landscape contractor will be engaged. The landscape contractor will be responsible to ensure plantings are pruned and kept tidy for security and bushfire purposes. Refer to the *School Contract Register*, maintained by the *School Office Manager*, for the details of the Landscape Contractor.

No trees, or their canopies are to occur within 2m of a building. Planting within the Asset Protection Zone (APZ) is to be maintained in accordance with the recommendations of the Bushfire Report to ensure:

- They do not form a continuous canopy; and
- Dead materials and deposits of ground fuel are removed.

4.4 On Site Sewerage Management System

An On Site Sewerage Management System (OSMS) has been provided, and is located in the SW corner of the site. The Operational Manual for the OSMS will include reference to the maintenance requirements for OSMS system.

In accordance with Liverpool City Council, and State Government Legislation, the OSMS is required to be inspected by a Council Environmental Health Officer to ensure the correct operation of the system. Following this inspection approval to operate the system may be granted.

4.5 On Site Detention System

An On Site Detention System (ODS) has been provided. The OSD tank and filter is located under the carpark. The Operational Manual for the ODS will include reference to the maintenance requirements for ODS system.

APPENDIX A – ST ANTHONY OF PADUA CATHOLIC SCHOOL – GENERAL POLICIES

- Critical Incident Policy
- Evacuation Policy
- Visitor Policy
- Traffic Management Plan
- Playground + Supervision Policy
- Extreme Weather Policy
- Snake Management Procedure

APPENDIX B – ST ANTHONY OF PADUA CATHOLIC SCHOOL - STAFF POLICIES

- Staff Induction
- Staff Induction – Casual Staff
- New Staff Onboarding Framework – Stage 1
- New Staff Onboarding Framework – Stage 2
- New Staff Onboarding Framework – Stage 3 Teachers
- New Staff Onboarding Framework – Stage 3 Graduate Teachers
- New Staff Onboarding Framework – Stage 4 Teachers
- New Staff Onboarding Framework – Stage 4 Graduate Teachers
- End of First Month Meeting Agenda

APPENDIX C – ON SITE SEWERAGE MANAGEMENT SYSTEM

- Operations and Maintenance Plan – ***TO BE PROVIDED WHEN SYSTEM COMPLETED***
- Section 68 Approval to Operate an On-Site Sewage Management System - ***TO BE PROVIDED WHEN SYSTEM APPROVED AND COMPLETED***

APPENDIX D – ON SITE DETENTION SYSTEM

- Operations and Maintenance Plan – ***TO BE PROVIDED WHEN SYSTEM COMPLETED***