

College Premises and Facilities

Accessibility and Use for Students Policy

Policy Statement

Kennedy Baptist College is an independent non-government school with access to and use of its premises and facilities restricted to staff, students, board members, and other individuals or organisations authorised by the Principal.

To ensure the safety and wellbeing of students, access and use of College premises and facilities by students are to be consistent with the standards and expectations outlined in this policy.

Rationale

The College has a duty to take reasonable care for the safety and wellbeing of all students in the College. This duty requires the College to take all reasonable steps to ensure the safety and wellbeing of the students from both known and reasonably foreseeable risks of harm and / or injury.

The School Education Act 1999 and the *School Registration Standard 5.1* requires the premises and facilities used by the College to be fit for purpose, hygienic, safe, well maintained, sufficient and appropriate for the provision of a satisfactory standard of education and satisfactory levels of care to all students and for the number of students enrolled.

National Child Safe Principle 8 requires physical and online environments to promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Scope

This policy outlines the standards and expectations applicable to students and parents / guardians as they relate to:

- Student drop-off and pick-up.
- Student access to premises.
- Student use of facilities.
- Vehicles Used for student transport

Staff are responsible for ensuring students comply with this policy.

Definitions

Term	Definition
Facilities	The physical and online environments provided at the College, including furniture, equipment, tools, machinery, classrooms, student areas, Sports Centre, Research and Study Centre etc.
Premises	College land and buildings leased from Murdoch University.

Student Drop-off and Pick-up

- Staff supervise student drop-off and pick-up before and after school between 7:40 am – 8:10 am and 3:15 pm – 3:45 pm.

Student Access to Premises

- Student access is supervised during normal College hours from 7:45 am to 3:45 pm.
- Students are to remain at the College during the school day unless otherwise approved or permitted.
- Students are only permitted to leave the College grounds during the day if they are signed out by a parent / guardian and have a signed note or email giving permission. Students must present to Student Services to sign out.
- Student access to College premises outside school hours or during term breaks are to be authorised by the College. Unauthorised access is not permitted.
- Visitors or guests must sign in at College Administration and always be accompanied by an authorised person.
- Students are not to enter, use or interfere with any College property or enable any other person to do so, without authorisation from the College.
- Students are not to be in a classroom, workshop, the Sports Centre, or any other building unless accompanied or supervised by a teacher.

Student Use of Facilities

Tools, Equipment and Machinery

- Tools, equipment, and machinery used in learning areas are risk assessed and controls put in place to manage identified risks to an acceptable level. The risks and controls are reviewed regularly. All risk assessments are clearly documented.
- The competence and capability of students using tools, equipment, and machinery must be verified before they are allowed their use.
- Students are to use tools, equipment, and machinery according to safety procedures and class rules.

- Students are not to use tools, equipment, and machinery without staff supervision and oversight.
- Students are to immediately stop work or an activity and alert the teacher or staff member if they have a safety concern. Students are to conduct their activities in a safe manner and not to place themselves or others at risk of harm.

College Property

- Students are to respect College property and the property and belongings of staff and other students and not damage, steal or misuse any College property or the property of other students or staff.
- Students must use College devices, systems and applications appropriately and not access inappropriate websites, or communicate inappropriately through emails or any other format.
- Students are not to change settings of classroom or Research and Study Centre computers or attempt to access restricted areas on the College computer network.

Fitness Centre

- Students may use the Fitness Centre only after the completion of an induction session.
- The Fitness Centre may only be used under staff supervision.
- Fitness Centre open hours can be found on the Kennedy Baptist College website.

College Lockers

- All students are allocated a locker for the safe keeping of their bags and property.
- Students are responsible for their own personal property.
- The College accepts no responsibility for replacing lost, stolen, or damaged personal property.

Vehicles Used for Student Transport

College vehicles used for student transport are well maintained and legally compliant. Other vehicles used for student transport, including hired / chartered buses, private / staff vehicles must be safe and well maintained.

Students' responsibilities whilst riding Kennedy College buses are detailed in the *College Buses Policy*.

- Transperth buses stop at the College from Murdoch and Cockburn Central Train Stations. Students using public transport are required to behave in a dignified and courteous manner. Failure to comply with the above may result in Transperth banning the student from bus or train travel.

- The College operates bus services (independent to Transperth) providing an option for families. Use of this service is by arrangement with College Administration.
- All bike / scooter riders are required by law to wear a helmet. Non-College owned bikes must be left secured with a strong padlock, at the rear of the College. The College accepts no responsibility for replacing lost, stolen, or damaged personal property.

Students driving themselves to College are expected to adhere to the *Student Driver Guidelines*.

Related Policies

- *Behaviour Management Policy*
- *College Buses Policy*
- *Digital Citizenship College Agreement*
- *Duty of Care Policy*
- *Student Code of Conduct*
- *Student Driver Guidelines*
- *Student Safety and Wellbeing Policy*
- *Use of Fitness Centre Policy*
- *Yard Duty and Student Supervision Policy*

Version Control					
Version	Date Published	Amendments	Endorsed by the Board	Next Review	Author of version
1	10/11/2020				
2	13/11/2020				
3	09/12/2020		25/02/2021	03/2023	
4	04/10/2023	Amendments to student drop-off and pick-up; student access to premises; student use of facilities and vehicles used for student transport.	20/09/2023	03/2025	C Acciano