



ASPIRE - LEARN - ACHIEVE

Safe Secure Environment Policy

(Current June 2025)



ACADEMIA



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S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Bentley Park College aims to ensure a safe teaching and learning environment for staff, students and the community. In order to ensure students, staff and the community can safely access the school grounds and facilities, the College has developed the **Safe Secure Environment Policy** for the systematic opening and closing times of designated access points to the College grounds and facilities.

Bentley Park College has a SAFEST Committee which meets with stakeholders to ensure safety for students on their way to and from school each day. Membership of the committee includes representatives from the Bentley Park College Parents and Citizens' Association, Cairns Regional Council staff, Department of Transport and Main Roads staff, Queensland Police and Bentley Park College staff.

Purpose

To clearly outline the procedures for the management of pedestrian and vehicle access in the College precinct.

Operation of the Policy

The procedures in this policy contain gate security management, including gate opening and closing times, guidelines for designated car parking, bus set-down areas, ambulance and emergency services, maintenance, contract and delivery services and the contractor management plan.

The Bentley Park College [Student Code of Conduct](#) and the [Principal Guidelines - Student Discipline](#) cover in detail behavioural expectations for students, and the College Principal's non-delegable powers to assist in the controlling and regulating student discipline in the College and hostile people on College premises, wilful disturbance and trespass.

This includes who has access to the College grounds and what items can be brought onto the College grounds. The College Principal is also responsible for health and hygiene standards with regards to diseases and infections.

Gate Security Management

Bentley Park College has a fully enclosed fence line around the perimeter, which is detailed in the [College Map](#). The Borrowdale Close carpark and the Stop Drop Go Zone at the front of the Primary Sector are on College land. The Borrowdale Close carpark, Stop-Drop-Go Zone and Bus Zone; the F Block Stop-Drop-Go Zone; and the Primary carpark and Bus Zone are unfenced and accessible at all times.

Maintaining the fence and orderly fashion of access to the College before and after school hours is vital to the safety and security, and health and hygiene of the College environment.

During the hours 8.45 am and 3.00 pm, pedestrian access to the College is through Gate 9 for the Primary campus and Gate 1 for the College Administration and the Secondary Sector.

Primary and Secondary staff members exiting the College grounds during the College hours of 8.45 am and 3.00 pm are to sign in and out through respective Administration offices and ensure gates are closed and locked.

| Bentley Park College Gate Opening and Closing Times | | | |
|--|--|--------------------|--------------------|
| Gate | Purpose | Time Opened | Time Closed |
| Gate 1 | Pedestrian: AA Block | 7.00 am | 4.00 pm |
| Gate 1a | Vehicle: Service Gate | Locked | Locked |
| Gate 1b | Pedestrian: Pathway Gate | 7.00 am 2.50 pm | 8.50 am 4.00 pm |
| Gate 1c | Pedestrian: AA Attendance Buzz Gate | Locked | Locked |
| Gate 1d | Vehicle: Service Gate | Locked | Locked |
| Gate 2 | Vehicle: AA Car Park Gate | 7.00 am 3.15 pm | 8.15 am 5.45 pm |
| Gate 3 | Pedestrian: Student Centre | 7.00 am 2.50 pm | 8.50am 4.00 pm |
| Gate 4 | Pedestrian: Undercover area | 7.00 am 2.50 pm | 8.50 am 4.00 pm |
| Gate 5 | Vehicle: Undercover Area | 7.00 am 3.15 pm | 8.15 am 6.00 pm |
| Gate 6 | Pedestrian: F Block | 8.30 am 2.45 pm | 9.00 am 3.30 pm |
| Gate 7 | Pedestrian: R Block | Locked | Locked |
| Gate 8 | Pedestrian: Round about | Locked | Locked |
| Gate 9 | Pedestrian: A Block | 7.00 am | 4.00 pm |
| Gate 9a | Pedestrian: A Block Attendance Buzz Gate | Locked | Locked |
| Gate 10 | Pedestrian/Vehicle: L Block | 7.00 am 2.45 pm | 9.00 pm 4.00 pm |
| Gate 11 | Pedestrian: Bike Rack | 7.00 am 2.45 pm | 8.50 am 4.00 pm |
| Gate 12 | Pedestrian: Before & After School Care | 6.00 am 3.00 pm | 8.50 am 6.00 pm |
| Gate 13 | Vehicle: Service Gate Single | Locked | Locked |
| Gate 14 | Vehicle Back Oval: Services Gate Double | Locked | Locked |
| Gate 15 | Vehicle: Drain Service | Locked | Locked |
| Gate 16 | Heavy Vehicle Access | Locked | Locked |
| Gate 17 | Vehicle: Electronic Slider | Locked | Locked |
| Gate 18 | Pedestrian: TS Path | Locked | Locked |
| Gate 19 | Pedestrian: PA Lawn | Locked | Locked |
| Gate 20 | Pedestrian: PA Block | 7.00 am 3.00 pm | 8.50 am 6.00 pm |
| Gate 21 | Vehicle: PA | Locked | Locked |
| Gate 22 | Vehicle: Early Years Centre | 5.00 am | 6.00 pm |
| Gate 23 | Pedestrian: G Block | 7.00 am 2.45 pm | 8.50am 4.00 pm |

Please Note: All gates except **Gate 1** and **Gate 9** are closed during school hours.

Guidelines for Designated Car Parking

Stop-Drop-Go Zones

There are three Stop-Drop-Go Zones in the College, which have been chosen to provide the safest entry and exit for students during peak periods of traffic movement:

- Primary: McLaughlin Road, near Gate 9
- Secondary: Borrowdale Close, near Gate 23
- Special Education Program (SEP): F Block cul-de-sac off McLaughlin Road, near Gate 6

Parents/carers must ensure they use the Stop-Drop-Go Zones rather than dropping students off at the footpath along McLaughlin Road. Also, **they must ensure they do not leave their vehicle while in these Zones**. They are designed to enable fast and safe drop offs and pick ups and are not car parks.

Student Drivers

Students who hold a valid Queensland licence and intend to drive to school either regularly or occasionally must park in the Borrowdale Close carpark only. More information is contained in the [Student Driver Policy](#) on the College website.

Car parking

Parents, carers, students and staff are to use designated car parks only. They must **not** park in:

- Stop-Drop-Go Zones
- designated disability zones without appropriate permission
- designated loading zones
- the five minute zones on McLaughlin Road
- the cul-de-sac in front of F Block
- the Cairns Early Years carpark (BPC staff can access the car parking area outside PA Block only)
- driveways to buildings and sheds
- garden or lawn areas.

Parents, carers and students must also not park in staff carparking areas.

College Staff and P&C Staff car parking

College staff and P&C staff can park in the designated College carparks near the Student Centre (stadium), AA Block, Borrowdale Close, PA Block, TS Block, Oval carpark and Cedar Block. Authorised staff with issued Gate 17 entry remote controls, are permitted to access the TS Block car park and Oval car park.

Please note: The Gate 2 AA staff carpark and the Gate 5 undercover court staff carpark gates are locked between 8.15 am and 3.15 pm daily.

Visitors to the College are to park in the Borrowdale Close car park. Anyone with special car parking requirements (medical/emergent) should contact the Business Manager Facilities.

Bus Set Down Areas

Kinetic School Bus Service drops off students at the Primary Sector bus stop on McLaughlin Road in the mornings, and picks up from both the Primary bus stop on McLaughlin Road and the Secondary bus stop on Borrowdale Close in the afternoons.

Ambulance and Emergency Services Access

Ambulance and Emergency services vehicles can access the vehicle gates to the school if required. Emergency services are issued with access to the vehicle gate security keys.

Maintenance Contractors and Delivery Services Access

All maintenance contractors are to have current BEMIR/WAAP Access Permits to the College issued by the Business Manager (BM) Facilities as per regulations. Gate keys and relevant facilities keys are to be issued through the BM Facilities. All contractors must observe the procedures of gate closures across the College.

Delivery providers servicing the P&C Tuckshop, ITD Department, Administration, waste disposal areas etc. must follow the gate security guidelines (see Contractor Management Plan).

Contractor Management Plan

As part of the Queensland Department of Education's Contractor Management Plan we ask that all contractors as a condition of entry in addition to working on the DETE facilities policies and procedures for contractors (supplied), acknowledge the following while working on site in the interest of our College community and their own personal wellbeing:

- Before entry to our facility contractors must report to the BM Facilities located in the College Administration Office (AA Building) via Gate 1. Each time they enter or leave the premises between the hours of 7.45 am and 4.00 pm they must be manually signed in or out by the BM Facilities. If required to work outside of these hours contractors are to please contact the BM Facilities on 0460 003 279 so alternative arrangements can be organised and approved.
- All gates are locked between the hours of 8.15 am and 3.15 pm to manage unauthorised access, with the exception of Gate 1 (AA College Administration) and Gate 9 (A Primary Administration). Where vehicle access is required to complete works on site a gate key will be issued upon sign in, but all gates must be resecured upon entry and exit. Contractors are to please discuss with the BM Facilities the most suitable entry point or visitor parking space for work being carried out.
- Contractors must only access the buildings or area in which the WAAP is permitted for as per usual practice.
- Contractors must recognise and comply with safe social distancing within our school community.
- If a contractor is unwell they are not to enter the facility.

The College acknowledges and values the commitment of contractors to maintaining the facility and hope both parties can work together to ensure a continued partnership with as minimal disruption as possible while maintaining the interest of public health and safety.

Documentation

[Student Code of Conduct](#)
[BPC Map](#)
[Student Driver Policy](#)