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Safe Secure Environment Policy



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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 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 regarding COVID-19 and related diseases and infections.

Gate Security Management

Bentley Park College has a fully enclosed fence line around the perimeter. 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 and Bus Zone, F Block Stop, Drop and Go Zone, 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.

All staff, students and community members must observe health and hygiene rules, including not congregating in large groups, washing of hands and social distancing for adults whilst on the College grounds.

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

Parents/Carers

Parents and carers are to use designated car parks and Stop Drop Go Zones. Parents and carers of students accessing F Block are to use the F Block Stop Drop and Go Zone.

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.

College Staff and P&C Staff

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 USBs, are permitted to access the TS Block car park and Oval car park. Visitors to the College are to park in the Borrowdale Close car park.

Staff should not park in the following areas:

- In the Stop Drop Go zone in front of the Primary Sector of the College.
- In the five minute zones on McLaughlin Road.
- In the cul-de-sac in front of F Block.
- In the Cairns Early Years Car park - BPC staff can access the car parking area outside PA Block only.
- In driveways to buildings and sheds.
- On garden or lawn areas.
- In designated loading zones.
- In designated disability zones without appropriate permission.
- Gate 2. AA carpark after 8.15 am (gate closed).
- Gate 5. Undercover carpark after 8.15am (gate closed)

Anyone with car parking requirements (medical/emergent) should contact the BM Facilities.

Bus Set Down Areas

Sunbus 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 Bentley Park College COVID-19 Management Plan established by the College Principal, we ask that all contractors as a condition of entry in addition to working on the DEFE 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 0407 760 339 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.
- Contractors are to use personal hand sanitiser while on site as they are not permitted in student or staff toilet facilities as per working on DEFE facilities terms and conditions. If working in the vicinity of a designated external hand wash station this may be utilised if students are not present.
- Where practical, contractors are to please wipe down surfaces worked on in their work area with a department approved and supplied cleaning product issued by the BM Facilities and for it to be returned upon completion of work. A chemical safety data sheet (SDS) will be provided.
- 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](#)