Visitors to the School

Rationale:
A variety of visitors come into the school grounds for many purposes. It is important for school staff to be aware of visitors who are on the school grounds for many reasons, but ultimately to ensure safety of students, staff and school property.

Focus of this Policy:
• All visitors to the school including parents, family members, community members, school maintenance contractors, delivery personnel and anyone other than enrolled students or paid employees of this school and the NSW Department of Education and Training.

Goals:
• To ensure school staff are aware of people on school premises during school hours and that they have a legitimate reason for being there.
• To keep a written record of visitors to the school site.

Student Outcomes:
• Students’ will attend school in a safe environment.

Implementation Strategies:
• All visitors to the school site will report to the office to alert the School Administrative Manager of their presence on the school site and announce their business or reason for being at the school.
• Parent helpers are required to sign in at the office, noting the time of arrival and at the end of the visit, time of departure.
• Parents who are collecting children prior to finishing time at 3:00 pm or dropping children off after 9:00 am are also required to report to the office where a late note / early leaver slip will be issued by the SAM and taken by the student to their class teacher for inclusion in class roll records.
• Contractors must sign in after reporting to the office.
• Appropriate identification should be displayed by contractors, delivery personnel, sales staff and anyone else on the school site for business purposes. If this identification is not displayed, the principal will determine legitimacy and deny or permit the person entry onto the school premises.
• Parent helpers and visitors who are working directly with the children must complete documentation for screening in accordance with Child Protection Guidelines.
• In the event that the office is unattended, visitors must report to the principal.

Resources/Supporting Material/Budget Requirement:
• Visitors Sign-On book in office
• Child Protection Guidelines
• Related school policy: “Parent and Community Helpers”