

POLICY: VISITOR SAFETY

Rationale

The Board of Trustees is required to ensure that procedures are in place to provide a safe physical and emotional environment (NAG 5)

Guidelines

1. All visitors will report to the Administration Block during school hours to sign in.
2. All visitors will be notified upon arrival of the following:
 - a. Emergency procedures
 - b. Any safety concerns (eg. significant hazards) which are current within the school environment
 - c. Injury reporting and follow up requirements
 - d. Guidelines for visitors
 - e. No smoking Policy
3. Visitors will be required to wear a visitors' badge if moving around the school grounds during school hours.
4. Outside coaches and managers or other personnel associated with sports teams must notify teachers in charge of practice times. These will be communicated to the office. Should coaches or managers wish to contact team members during school hours, they must do so through the main office
5. All persons or organisations who wish to address or maintain contact with students must seek the approval of the Principal/Deputy Principal. If approval is granted, the Principal/Deputy Principal, in consultation with the Board of Trustees, may impose some restrictions, eg. time, length, access to students.
6. Any person who is loitering around the boundaries of the school grounds will be asked to leave immediately. Should a person not comply, the Police will be contacted.

Note: This policy applies to relatives/friends of staff. Staff children are not allowed in classes without permission of the Principal. Trades people may, in some circumstances, meet with the Caretaker/Grounds staff at another part of the school

No visitor should go to a class of students without an escort.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (2021)

DATE CONFIRMED: 27 NOVEMBER 2018