VISITORS ON SCHOOL PREMISES

Convenor: Annie Rountree
Committee: Jo-Anne Lang, Cath Buckland, Matt Laws, Liz Nicholson, Michelle Franks, Annie Rountree

Purpose:
To increase student and teacher security and to ensure their welfare during school hours by identifying:

- outside visitors to the school
- parents assisting in school activities
- casual workers and contractors

Guidelines:

- Signs will be displayed directing visitors to the main office area.
- A central registration point near the main office will be administered by office staff.
- All visitors will report to the registration point, take a numbered badge and fill out the register.
- The central register will include date, time in/out, name, purpose of visit and badge number.
- Badges will be worn at all times during the visit and returned to the registration desk when signing out.
- For special activity days, the badge requirement will be waived.
- Visitors to and from the administration area are exempt from the above guidelines.

Basis of Discretion:
Nil

Related Policies:
Student Wellbeing
Discipline
Excursion

Date of School Council Approval: 15/8/12