

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