



Visitors to the School Policy

Related Policies

Communication Policy
Code of Conduct and Child Protection Policy
Student Welfare and Management Policy

Purpose

This policy outlines the procedures to be followed with visitors to the school premises to ensure the safety and security of staff and students at St Thomas the Apostle School.

Definitions

Visitors to the school may include parent helpers as well as a variety of community members and others assisting in the maintenance of school buildings.

Procedures

The following procedures need to be followed when a visitor arrives on the school premises;

- as of November 2013, all visitors to the school are required to hold current registration under Section 41, *Working with Vulnerable People Guidelines (Background Checking) Act 2011*
- all visitors to the school are asked to sign in and out using the Visitors Book and collect a 'Visitor' badge. This applies to all persons who are not a member of St Thomas the Apostle staff and includes parents coming into the school to work in classrooms, guest speakers, tradespeople etc. This is designed to ensure that there is a record of each person coming into the school or leaving the school. In the event of an emergency or evacuation, it is important that the Front Office staff are aware of visitors in the building so that they can be accounted for at the Emergency Assembly Point,
- any person without a visitors badge should be directed to the front office.
- If a visitor has not followed these procedures a Leadership Team Member is to be notified to ensure the person has vacated the premises and to call the local police to attend if necessary.

References

Nil

Forms

Nil

Approved by: Principal

Issuing Group: St Thomas the Apostle Primary School

Implementation Date: January 2008

Supersedes Policy Dated: Nil

Policy Last Updated: 2013

Review Date: 2017