

POLICY ON VISITORS TO SCHOOL

POLICY STATEMENT

In order to preserve a safe and settled working environment for staff and students of the school, procedures must be adopted for all visitors to the school.

PURPOSES

- a. To protect staff and students from intrusions into class instruction time.
- b. To protect staff and students from potentially dangerous situations.
- c. To monitor who is in the school at any one time in case of an emergency such as fire or earthquake.

GUIDELINES/PROCEDURE

1. All visitors to the school (anyone who is not a student or staff member of the school) must report to the school office.
2. All visitors are required to state the purpose of their visit so that this may be checked with the appropriate staff member.
3. A visitor's label will be issued where appropriate and must be worn. The visitors' arrival and departure time, and name and business will be recorded.
4. The Principal or a senior staff member will be advised by the office staff should the reason for the visit not appear to be legitimate.
5. Parents, relations and friends of students will not be permitted to visit classrooms or seek out students.
6. Other visitors to the school may not enter classrooms unless given permission to do so by the teacher in the room, or a senior staff member.
7. Staff who observe visitors in the school who do not wear a visitor's label should immediately accompany the visitor to the office to begin this procedure. If the staff member is uneasy about approaching the visitor, he/she should immediately inform a senior staff member of his/her concerns.

Adopted 28 August 2001
Reviewed May 2008