



St Joseph's Catholic School

Queenstown

GUIDELINES FOR VISITORS

RATIONALE

St Joseph's Catholic School seeks to provide an open, friendly and welcoming environment that values and encourages visitors. At the same time, it is recognised that there is a duty of care to ensure a safe environment, and it is recognised that we have a responsibility to protect and preserve our resources against theft, vandalism and misuse.

AIMS

- To provide a safe and secure environment for our staff, students, parents and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

IMPLEMENTATION

- Whilst we actively encourage an inviting and open school, the safety of staff, students, parents and resources remain our highest priority.
- Visitors are defined as all people other than staff and students. Parents/guardians/carers, who are involved in the task of delivering or collecting children at the start or end of the school day, or who are attending special school events, eg Assembly, Parent Teacher Consultations, AFL Day, sports carnivals etc are not required to follow visitor procedures.
- All visitors are required to report to the School Office prior to undertaking any activity. They are required to sign the school's **Visitors' Book** and normally will be assigned a **Visitor's Badge**, which they must wear at all times within the school. Visitors will also be required to report to the School Office at the end of their visit to return their badges and to sign out in the Visitors' Book.
- Visitors will be provided with directions and will be made aware of any on-site works that may impact on their safety or comfort.
- These guidelines for managing and monitoring visitors will be regularly published in the school's newsletters, staff and parent handbooks and will be displayed at all of the school's entrances.
- The Principal has the authority to prohibit any visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours. The Principal may delegate this authority to other members of the school staff.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or evacuation practice drill will be recognised and be appropriately catered for during that time.
- Visitors, who have failed to follow these procedures, will be reminded to do so.

These guidelines will be reviewed as part of the St Joseph's Catholic School policy review cycle and at times when emergency management procedures are under review.

Implemented March 2005; modified July 2010