VISITORS TO SCHOOL

Rationale:
St. Peter Apostle Primary School recognises the valuable contribution parents and other community partners play in the development and learning of our students. Therefore we seek to provide an open, friendly environment, which values and actively encourages these contributions. At the same time we recognise our duty of care to ensure a safe environment for students and staff of St Peter’s and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

• To provide a safe and secure environment for students, staff and adequate, secure storage for the resources of St. Peter Apostle Primary School.

• To establish protocols and procedures, that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

Implementation:

• Whilst we actively encourage an inviting and open school, the safety of students and staff remains the highest priority.

• The safe use of and storage of school resources is also a high priority.

• Visitors are defined as all persons, who may be present at the school for any reason other than staff members, students and parents/guardians involved in the task of delivering or collecting students.

• All visitors are required to report to the administration office prior to undertaking any activity within the school. They are required to sign a Visitors Register and will be assigned a Visitors tag which must be worn at all times within the school. Similarly, visitors are required to report to the administration office at the end of their visit to return their tag and sign out.

• Visitors are provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort while they are in the school.
• The above-mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.

• Visitors within the school, who have failed to follow the process will be challenged by staff and reminded to do so.

• The Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school. The Principal also has the authority to invite or exclude people from using or being within the school boundaries outside school hours. (See Summary Offences Act 1966)

• The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for. (See following attachment)

This policy will be reviewed as part of the St. Peter’s School Education Board review cycle.
ALL SCHOOL VISITORS

Please be aware that while signed into the school as a visitor, you are under the direction of school staff at all times.

In the case of an emergency or emergency procedure drill, please remain in the area you are working, turn off any heavy machinery where necessary and await instructions from a staff member, who will direct you to the appropriate Assembly Point, where you will be marked off the Visitors’ Register.

Thank you for your cooperation in this matter.