

ST MARK'S

VISITORS TO THE SCHOOL POLICY



PREAMBLE

In the course of any day there are a number of visitors to the school site for a variety of purposes. Our evacuation procedures require that school administration are aware of the identity and location of all visitors to the site so that we can be sure of their safety in the event of fire or any other emergency. Given incidents in recent times where the safety of students in schools and playgrounds has been placed in jeopardy, it is essential that we take steps to minimise risks. Duty of care for the students on our campus requires that we make every effort to identify all visitors on the site. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

The following policy and procedures have been developed to ensure safety to visitors and so that any unidentified strangers can be challenged if found on school premises during school hours. As our campus has many entry and exit points, identifying unauthorised visitors is of prime importance. School Leadership, Administration staff and teachers are responsible for the implementation of this policy. As part of our Workplace Health and Safety Procedures, all visitors to St Mark's are required to sign the visitors' book in the front office upon arrival and departure.

PROCEDURES

VOLUNTEERS

Blue Cards: All non-parent volunteers (grandparents, uncles, aunts, siblings, extended family) who help at the school in any capacity, and regardless of frequency, must undergo a criminal check before undertaking such work. The Commission for Children and Young People and Child Guardian screens all persons who work with children to eliminate the possibility of anyone with a criminal history working in education. A suitability notice in the form of a plastic card is valid for 2 years from the date of application. The Blue Card needs to be registered at the School Office (photocopied) prior to undertaking such work. Parents of children enrolled at the school do not need to apply for this suitability card. Further information is available on the Commission for Children and Young People and Child Guardian's website or from the School Admin. Volunteers should sign-in and sign-out daily so that a record of contact with children can be maintained and to assist with accounting for visitors in cases of emergency.

VISITING PROFESSIONALS AND CONSULTANTS

Visiting professionals and consultants are required to report to the school office on arrival and sign in. The responsibility for their safety, in the event of evacuation, rests with the school personnel with whom they are working. They should also note their departure time.

CONTRACTORS

Contractors are required to report to the office upon arrival on site and sign in. The responsibility for their safety, in event of evacuation, rests with the school personnel with whom they are working. Departure times should also be noted.

DELIVERIES

All deliveries are to be made to the school office. In general there is no need for delivery personnel to enter school grounds unless, by agreement, they are delivering to specific areas of the school e.g library, or for bulky deliveries e.g. furniture, landscaping supplies etc.

SCHOOL STAFF

All school staff will be issued with a name badge on appointment to the school. This badge is to be worn when on school premises and can be worn off campus when representing the school or attending in-service.

RELIEF STAFF

On arrival, relief teachers are required to report to the school office. They will be issued with a relief teachers' kit which provides information about St Mark's and the class which they will be teaching, along with a key to the classroom to which they are assigned. The kit and key are to be returned to the school office at the end of the period of engagement.

CHALLENGING STRANGERS

Any person on site during school hours who is not accompanied by a staff member is to be challenged regarding their business on school premises. Do not assume that because someone is walking through the school premises that they have permission to do so. It is better to challenge a parent than to allow a stranger access to our students.

DUTIES OF STAFF

Staff are encouraged to politely 'challenge', any unknown (not wearing a badge) visitors on our premises and to direct them to the front office.

RESPONSIBILITIES

The duty of care of our students is a collective duty and the responsibility of all.