



# Our Lady Help of Christians Primary School

## Visitor Procedure Policy

### **Rationale:**

To ensure the health and safety of all children, visitors and staff, we have the following Visitor's Procedure Policy in place at Our Lady Help of Christians School.

### **Implementation:**

All visitors, including parent helpers, who enter the school from **9am** to **3.30pm** will need to 'sign in' and wear a "Visitor's Badge" for the duration of their stay at our school.

The PassTab Ipad is in the office foyer and used to sign in and out of the school.

Once all documentation for signing in is complete and approved, the Office Staff will then allow the visitor access through the security glass doors by "buzzing" them through. No Adult is permitted through the security glass doors without registering their visit at the office.

Parents who deliver their children late to school or parents who are collecting their children for early dismissal are **not** permitted access through the security doors, unless in an emergency. This procedure is in place to avoid unnecessary disruption and noise to classes, especially during critical learning programmes. Prior to leaving the school premises badges must be returned and the person must 'sign out' on PassTab.

If visitors are only visiting the school office then they will not need to 'sign in'.

Any adults working with the children at school or accompanying children on excursions must have a "Working With Children" Check Card and have signed the Volunteer Code of Conduct. A copy of this documentation must be lodged at the school office.

### **Evaluation:**

This policy will be reviewed as part of the school's review cycle, or if changes are made to the procedures for visiting the school, this policy will be updated.

**This policy was last ratified Term 4 2018**