



VISITORS ON SITE POLICY & PROCEDURES PROCEDURES

RATIONALE

Schools in the Diocese of Wagga Wagga value a safe environment for the children in our schools. In the course of any day there are a number of visitors to the school site for a variety of purposes.

Evacuation procedures require that school administration staff are aware of the identity and presence of all visitors to site at so that we can ensure of their safety in event of fire or other emergency. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

This document has 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 schools have many entry and exit points identifying unauthorised visitors is of prime importance.

For student safety it is necessary for visitors to be identified and their arrival and departure times noted.

PROCEDURES FOR VISITORS AT ST JOSEPH'S, WAGGA WAGGA

- All visitors, parents and carers are required to report to the school office prior to entering the school grounds/classrooms
- Visitors are required to sign in to the school, using the visitors' book, enter their name, date and time in.
- If parents are attending a school function
- The visitors book can be found in the St Joseph's foyer on the bench in front of the office near the door that leads into the school.

- Upon leaving the school, visitors are required to sign out, using the visitors book again entering their name and time out
- This procedure ensures that we are adhering to the policies and procedures of the Catholic Education Diocese of Wagga Wagga Wagga Wagga.

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