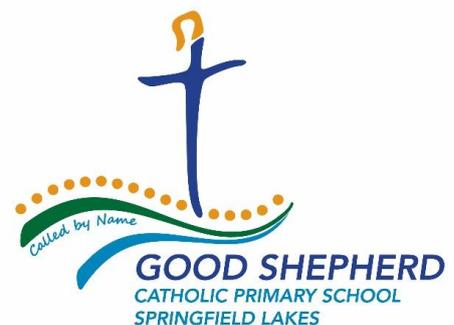


GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL

Springfield Lakes

Visitors to the School Policy





GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL

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 site so that we can be sure of their safety in event of fire or other emergency.

Given incidents in recent times where the safety of students in schools and playgrounds have been placed in jeopardy, it is essential that we take steps to minimise risks. Duty of care for the students on our campus which is fully fenced, (however, gates are open for access purposes) 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 Good Shepherd are required to sign the Visitors' Book and to wear a Visitor badge as a form of identification for staff unless otherwise specified by a company identification badge.

Expectations

Good Shepherd Catholic Primary School is an educational community committed to the creation of a safe, caring and happy learning environment where:

- The fundamental right of children to be treated with dignity and respect is acknowledged;
- The parents/guardians are valued as partners in education and are invited to be involved in their children's education;
- The safety of all children, staff, parents, volunteers and visitors is of major importance.

The Good Shepherd Volunteer/Visitor code, centres on the need to provide a safe, caring and happy learning environment where these considerations are paramount.

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 account for visitors in cases of emergency.

Parents who hold a Blue Card will require to have a copy added to their Volunteer register file so that if required for additional duties (requiring a blue card) can readily be accessed.

Parents in Classrooms

Parent Assistant badges will be made available to all teachers together with a sign on/off sheet. As the teacher is responsible for the safety for classroom helpers it is essential that they be identified as being on site in case of emergency evacuation. Classroom Parent Volunteers are required to sign in on arrival at the classroom and collect their badge. At the end of the session they must sign off and return the badge to the box.

Parents Volunteer Badge

As part of our Workplace Health and Safety Procedures, all parents who volunteer their time are required to wear a Parent Volunteer badge in order to identify themselves to staff members.

Parents in Tuckshop (Mercy Hospitality Centre and Uniform Shop)

Parent Volunteer badges will be made available to Tuckshop and Uniform Shop convenors, together with a sign on/off sheet. As the convenor is responsible for the safety for parent helpers, it is essential that they be identified as being on site in case of emergency evacuation.

Parent Volunteers are required to sign in on arrival at Administration prior to going to the Tuckshop/Uniform Shop and collect their badge. At the end of the session, they must sign out and return the badge to the box in the Administration Building.

Parent Groups

From time to time parent groups utilise general school facilities for social purposes or meetings. At these times the convenor of the group, is responsible for recording the attendance of those present and is responsible for their safety in event of evacuation. The school Office is to be advised of all meetings and their location so that each group can be accounted for during evacuation.

Visiting Professional and Consultants

Visiting professional and consultants are required to report to the school Office on arrival and sign in. The responsibility for their safety, in event of evacuation, rests with the school personnel with whom they are working who should also note their departure time. Identification badges issued to **BCE personnel** including **staff from our BCE Schools** and **staff from Queensland Government Schools** and **Independent Schools** are acceptable on Good Shepherd premises. **Other consultants and professional should wear their identification at all times.** School visitor's badges are available to those without identification and should be worn for the duration of their visit.

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 who should also note their departure time. Company identification, logo or uniform may be acceptable identification; however, it is important for short contracts of a few hours, a contractors' badge will be issued. A badge will be issued to those contractors without identification and should be worn for the duration of their contract.

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 delivering to specific areas of the school e.g. Library, or for bulky deliveries e.g. furniture, landscaping supplies etc. OSHC deliveries need to be in consultation with the OSHC Team.

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 Teacher

From time to time, Relief Teachers undertake duties at Good Shepherd. 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 Good Shepherd on the day to day operation of the school. It will also contain a Relief Teacher badge which should be worn for the duration of their engagement. The kit and badge are to be returned to the school Office at the end of the period of engagement.

Challenging Strangers

Any persons on site during school hours who is not accompanied by a staff member, or is not wearing a **Good Shepherd identification badge** – (Staff Member, Relief Teacher, Visitor or Contractor) are 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. Parents will understand that teachers are acting in the best interest of their children and the other students in the school.

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 Office.

Responsibilities

All responsibilities for the duty of care of our students is a collective duty.

Review

Policy Completed	Policy Implemented	Policy Review	Policy Reviewed By	Policy Review
2013	2013	2016	Judith A. Seery	Term 3, 2017