



St Joseph's Primary School

Culcairn

LEARNING THROUGH AND IN JESUS CHRIST

8 Blair Street
CULCAIRN NSW 2660
Ph: 02 6029 8577
sjcu-info@ww.catholic.edu.au

VISITORS AND VOLUNTEERS POLICY

Overview

St. Joseph's School values a safe environment for the children in the school. The Principal is responsible for visitors allowed into the school. Records of all visitors to the school must be kept in the event of a school emergency or any future investigation.

Definition

Visitors are all people entering school grounds other than:-

- Staff members
- Students
- Parent/guardians acting in their capacity as parent/guardians delivering or collecting children at the start and end of the school day.

Visitors can include (but not limited to) the following:-

- Student Teachers and Student Internships
- Prospective parents and prospective employees
- Those who are addressing a learning or developmental student
- Contractors
- Trades people
- Children's services agents
- Department of Health and Human Services Child Protection Workers
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health Officers).
- Guests at school events

Rationale

It is imperative we create strong partnerships with community services, other education providers, businesses, and the wider community.

Aim

This policy has been developed to ensure safety to visitors. In the course of any day there may be a number of visitors to the school site for a variety of purposes. The policy also enables



St Joseph's Primary School

Culcairn

LEARNING THROUGH AND IN JESUS CHRIST

8 Blair Street
CULCAIRN NSW 2660
Ph: 02 6029 8577
sjcu-info@ww.catholic.edu.au

unidentified strangers to 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. Evacuation procedures require that St. Joseph's School is aware of the identity and location of all visitors to school so that we can be sure 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.

Process

It is a requirement of St Joseph's School that all visitors arriving and departing during school hours sign in on arrival and sign out on departure.

Compass Kiosk: A Compass Kiosk (an electronic sign in system) is located in the school office. All visitors, including; casual staff, parents, contractors and external tutors are required to sign in upon arrival and sign out on exiting the school grounds.

Procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play are in place. See Suitability checks for School Visitors.

Staff: All permanent and contract staff members are issued with a name badge on appointment. This badge can be worn on or off school premises.

Casual Staff: From time to time, casual staff undertake duties in our school. On arrival casual staff are required to report to the school office and sign in before being briefed for the day. They must sign out at the conclusion of their casual hours.

Visiting Professionals and Consultants: Visiting professionals and consultants are required to report to the school office on arrival and sign in and sign out. 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.

Contractors: Contractors are required to report to the office upon arrival on site and sign in and



St Joseph's Primary School

Culcairn

LEARNING THROUGH AND IN JESUS CHRIST

8 Blair Street
CULCAIRN NSW 2660
Ph: 02 6029 8577
sjcu-info@ww.catholic.edu.au

sign out. 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.

Deliveries: All deliveries are to be made to the school office. In general there is no need for delivery personnel to enter classrooms unless delivering specific items to the school at which time they will be accompanied by the School Administration Officer or Principal.

Challenging Strangers: 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 person than to allow a stranger access to the students. Concerns must be conveyed to the Principal to follow up.

Reviewed and Amended 2021, Josh Gaynor

To be Reviewed 2022