

## RATIONALE

All persons on the premises of a school, other than current students and members of staff, are considered to be visitors to the school. Such persons are therefore required to comply with established school procedures to ensure the safety and security of students and staff. The principal has primary responsibility for regulating the attendance and conduct of visitors on school site. Please introduce any visitor to the Principal or an Assistant Principal (if the Principal is not available)

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## POLICY

1. Parent volunteers who have made arrangements with teachers to assist in classrooms and who are in direct contact with teachers are **not** required to sign the VISITORS REGISTER at reception. These volunteers do however need to sign and return a CONFIDENTIALITY DECLARATION that is updated annually by the school. Teachers are expected to keep records of parent volunteer attendance that is regular in their classrooms or block via a Block Register which is maintained by each block.
2. Parents collecting their children from school during school hours of 8.40am to 2:50pm must present at reception and receive authorisation (yellow slip) prior to a teacher releasing student from class. These parents are **not** required to sign the VISITORS REGISTER.
3. Volunteers assisting in the school canteen sign in and out at the canteen. This record is maintained and monitored by the Canteen Manager and is available to the principal on request. Canteen volunteers are **not** required to sign the VISITORS REGISTER at reception.
4. Relief staff appointed to the school sign the Relief Register at reception. Relief staff is **not** required to sign the VISITORS REGISTER.
5. Parents attending regular, formal committee meetings on school site during school hours are **not** required to sign the VISITORS REGISTER. However, any informal meetings (planned at short notice) by various committees will require members 'signing' in.
6. **Staff from other government or non government schools/districts (not accompanying the principal) must sign the VISITORS REGISTER on entry to school site.**
7. **Key service providers dealing with reported faults must sign the VISITORS REGISTER on arrival at the school.**
8. **Work Experience students, student teachers, college and university supervisors are all classified as visitors and are expected to sign the VISITORS REGISTER.** Deviation from this can only be arranged through prior consultation with the principal.
9. **Volunteers under the auspices of the School Volunteer Program sign the Volunteer Attendance Book at reception.**