



ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

Visitor/Volunteer Policy

Policy Number:	VVP.1.2
Status:	Ratified
Date Issued:	March 2015
Evaluation and Review:	March 2021
Policy Contact Officer:	School Principal
Related Documentation:	Manual Handling Policy - MHP.1.2 Work, Health and Safety Act of 2011 Work, Health and Safety Regulations 2011, Child Protection Legislation

Rationale:

In Accordance with the Work, Health and Safety Act of 2011 & Work, health and Safety Regulations 2011, we believe that all movement of visitors to St Joseph's Primary must be carried out within the guidelines of current Child Protection Legislation.

Scope:

To ensure that all visitors to our school are kept safe at all times and that our children are also safe at all times.

Principles:**Definitions: (where appropriate)****Procedures:**

1. All visitors to the school between 9.00 am and 3.00 pm (Monday-Friday) will report to the school office, and register on the *Who's On Location* site either via iPad or QR Code and receive a visitor's lanyard. (*NB* – Please read exceptions to this policy below).
2. The Principal/AP to induct/inform volunteers and tutors on the Child Protection Policy and advise them of their obligations and responsibilities regarding mandatory reporting.
3. The visitor's lanyard is to be worn at all times while on the school premises.
4. On leaving the school the visitor must "check-out" using the QR Code and return visitor's lanyard to office staff.
5. Canteen workers will register using the QR Code and receive a lanyard from the canteen.
6. Persons found not wearing a lanyard will be referred to the Principal or Assistant Principal immediately.
7. Children will be informed on this policy at the beginning of the school year.
8. Visitors are asked to use the staff, or canteen toilet facilities, not the children's facilities.
9. The continuous ringing of the school evacuation button/siren and recorded message is for school evacuation in an emergency. All school visitors are expected to comply with the school evacuation policy in an emergency. This requires an immediate response.
10. The ringing signal/recorded message of the school lockdown button/siren is the signal for school lockdown procedures to take place. This requires an immediate response.
11. Inform all children of the Visitors Policy at the beginning of each year, so that they are aware of the procedures.
12. Include a copy of the Visitors Policy and Procedures in the Parent Information Booklet each year.

Exceptions to the Wearing of a Lanyard

- 1) People who enter the school to “drop off” or “collect” a child.
- 2) People who “collect” a child during school hours – See below section ‘Collection of Children.....’ e.g. Dentist, child ill, Eisteddfod
- 3) People who attend a performance or special occasions.
e.g. Assembly, Mass

Collection of Children in School Time and Dropping Children off in School Time

- Parents or designated persons must collect/drop off children at the front office.
- The office personnel will “buzz” for a child through the internal phone system.
- No children are to be collected from the playground or classroom.
- If not a parent, the designated person must have written consent to collect a child, and the school must be notified by one of the parents of the student involved. This includes relatives, friends or fellow school parents.

Visitors safety guidelines

You are a valued visitor to our school and to assist you in your stay, please become familiar with the following guidelines.

- St Joseph’s is a NO SMOKING environment.
- ALL PERSONS entering St Joseph’s Primary must sign in and wear a Visitor’s Lanyard between the hours of 8.45am and 3.00pm.
- No chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for the inclusion in the Chemical Hazards inventory.

Evacuation procedures

On the sounding of a continuous evacuation signal and recorded message, you must evacuate the premises, following the instructions of staff.

Lockdown procedures

On the sounding of a lockdown signal/recorded message of the school lockdown button/siren, you must lockdown the premises, following the instructions of staff.

- No persons entering the school will lift an object of a heavy nature or that is NOT relevant to their specific abilities (refer to St Joseph’s Manual Handling Policy).
- Do not permit yourself to be alone with a student in any part of the school. Advise a staff member if you are placed in this position.
- A Parental Working with Children Check (Volunteer /Student Declaration) form will be filled and returned to the School Office by any adult helping in classrooms.
- Any visitor accessing children during school hours must collect them via the office.
- No visitors are to be inside a classroom without a teacher present.
- All visitors must use the staff toilet facilities unless otherwise advised.
- All trades people must report to the school office before entering the school complex.
- On leaving St Joseph’s Primary, please sign off/check out and advise the office staff that you are leaving.

Thank you for your cooperation and enjoy your stay.