Rationale
It is the responsibility of the school to ensure the safety of all students and staff. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of the students, staff and visitors themselves.

Procedures

On arrival at the school all visitors must report to the school office. All visitors must wear a badge identifying they are visitors and have completed a “Working with Children Check - Declaration for Volunteers and Contractors” form which also involves a 100 point check. They must sign on in the Visitors Book and indicate that they have completed this form.

When leaving the school premises they must sign off and remove their badge. Visitors must also have read and understood the Safety Briefing document available from the school office advising visitors of the school’s safety procedures and emergency evacuation procedures.

Parent Helpers

Many parents assist and support classroom teaching/learning programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. These parents are often in the school for short periods of time. They must sign on and off in the classroom they are visiting. They do not have to visit the main office. They will need to indicate that they have completed a “Working with Children Check - Declaration for Volunteers and Contractors” form which also involves a 100 point check. They must wear a badge indicating they are a visitor throughout the entire time they are working with students.

There is a large group of parents who volunteer their time to work in the school canteen. These parents are to wear a badge indicating they are a visitor throughout the day they are working in the canteen. They must sign on and off and indicate that they have completed a “Working with Children Check - Declaration for Volunteers and Contractors” form which also involves a 100 point check.

Special School Events

There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur at school assemblies and special whole school events such as Education Week and the school fete. On these occasions visitors are not required to sign on and off.
For school assemblies visitors are requested to move directly to the hall. If they arrive earlier they are requested to wait on the seats outside the hall. If parents wish to be present at the morning assembly they do not have to sign on and off but must sign on if they choose to remain at the school after the assembly.

Afternoon Pick Up

Some parents choose to pick up their own children from school in the afternoon. To make it safer for students to be picked up in the afternoon there will be four waiting places only:

- On the seats the near the bus lines on Elizabeth Street/seats near the K-2 equipment.
- On the seats near the new main entrance.
- On the seats outside the Year 5/6 on the Hunter Street side of the school
- At the Parsonage.

If parents are picking up their child from bus lines they need to let the teacher on duty know.

Parents do not have to sign on and off if picking up their child from school at the end of the day.

Parents will need to go to the office to sign on and off if they are picking up their child during the school day. They must complete a child collection slip and hand this to the class teacher when collecting their child.

Further Procedures

We understand that there can be occasions when parents wish to communicate with their child’s teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the school morning assembly. For any matters of a more serious nature they are best to make an appointment to see their child’s teacher and visit the school at a mutually convenient time.

If parents have any issue with a student they are not to approach individual students while on the school grounds. They must make an appointment to see their child’s teacher or principal about the matter in the first place.

Staff and students should be aware of the school’s visitors policy and should direct all visitors to the school office if they have not signed in.

Parents accompanying students on excursions must wear a visitors badge or identification and have completed a “Working with Children Check - Declaration for Volunteers and Contractors” form which also involves a 100 point check.