

GUIDELINES FOR VISITOR SAFETY**RATIONALE:**

The Board of Trustees is required to ensure that procedures are in place to provide a safe physical and emotional environment including ensuring all visitors are well informed and take responsibility for making a safe school environment.

GUIDELINES:

1. All visitors will report to the Main Office during school hours.
2. All visitors will be notified upon arrival of the following:
 - (a) Emergency procedures
 - (b) Any safety concerns (eg significant hazards) which are current within the school environment
 - (c) Injury reporting and follow up requirements
 - (d) Guidelines for visitors
3. Visitors will be required to wear a visitors badge if moving around the school grounds during school hours.
4. Past pupils who wish to make contact with current students must remain within the foyer area.
5. Coaches and managers or other personnel associated with sports teams must notify Teachers in charge of practice times. These will be communicated to the Office. Should coaches or managers wish to contact team members during school hours, they must do so through the Student Centre.
6. All persons or organisations who wish to address or maintain contact with students must seek the approval of the Principal. If approval is granted, the Principal, in consultation with the Board of Trustees, may impose some restrictions eg time, length, access to students.
7. Any person who is loitering around the boundaries of the school grounds will be asked to move on. Should a person not comply, the police will be contacted.

REVIEW: These guidelines will be reviewed in accordance with the school's triennial programme of self review (2010)

DATE CONFIRMED: 1 JULY 2010