

ST ANTHONY'S CATHOLIC SCHOOL ALEXANDRA HILLS VISITORS TO THE SCHOOL POLICY

RATIONALE

In the course of any day there are a number of visitors to the school site for a variety of purposes. Our evacuation procedures require that school administration are aware of the identity and location of all visitors to site so that we can be sure of their safety in event of fire or other emergency.

Given incidents in recent times where the safety of students in schools and playgrounds have been placed in jeopardy, it is essential that we take steps to minimise risks. Duty of care for the students on our campus which is **fully fenced** requires that we make every effort to identify all visitors on the site. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

The following policy and procedures have been developed to ensure safety to visitors and so that any unidentified strangers can be challenged if found on school premises during school hours. As our campus has many entry and exit points identifying unauthorised visitors is of prime importance. Teachers and School Administration are responsible for the implementation of this policy. As part of our Workplace Health and Safety Procedures all visitors to St Anthony's are required to sign the visitors' book and to wear a visitors' badge as a form of identification for staff.

VOLUNTEERS

Blue Cards: All non-parent volunteers (grandparents, uncles, aunts, siblings, extended family) who help at the school in any capacity and regardless of frequency must undergo a criminal check before undertaking such work. The Commission for Children and Young People and Child Guardian screens all persons who work with children to eliminate the possibility of anyone with a criminal history working in education. A suitability notice in the form of a plastic card is valid for 2 years from the date of application. The Blue Card needs to be registered at the School Office (photocopied) prior to undertaking such work. Parents of children enrolled at the school do not need to apply for this suitability card. Further information is available on the [Commission for Children and Young People and Child Guardian's website](#) or from the School Admin. Volunteers should sign-in and sign-out daily so that a record of contact with children can be maintained and to assist account for visitors in cases of emergency.

PROCEDURES

School Staff

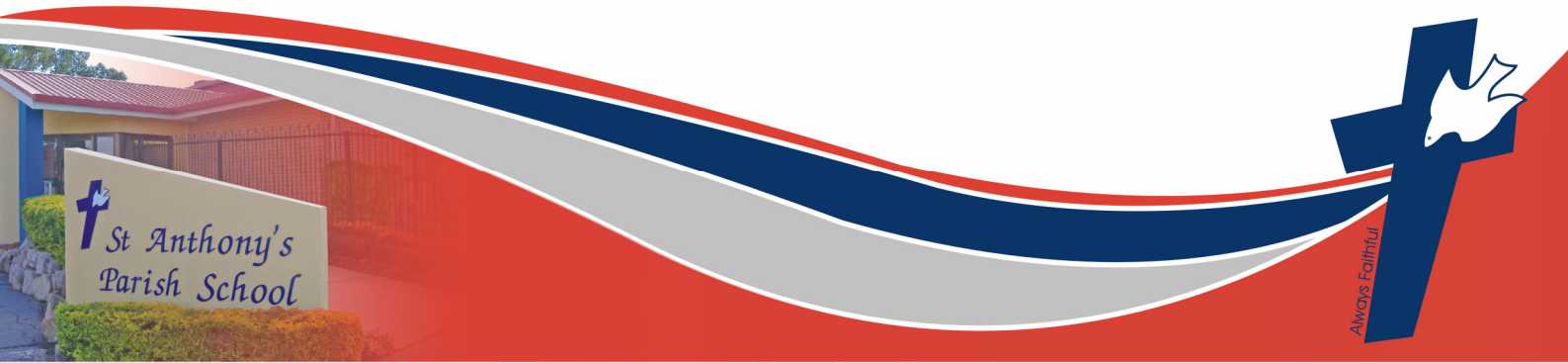
All school staff will be issued with a name badge on appointment to the school. This badge is to be worn when on school premises and can be worn off campus when representing the school or attending in-service.

Relief Teacher

From time to time relief teachers undertake duties at St Anthony's. On arrival these teachers are required to report to the school office. They will be issued with a relief teachers' kit which provides information on the day to day operation of the school. It will also contain a relief teachers' badge which should be worn for the duration of their engagement. The kit and badge are to be returned to the school office at the end of the period of engagement.

Parents in classrooms

Parent Assistant badges will be made available to all teachers together with a sign on/off sheet. As the teacher is responsible for the safety for classroom helpers it is essential that they be identified as being on site in case of emergency evacuation. Classroom Parent Assistants are required to sign in on arrival at the classroom and collect their badge. At the end of the session they must sign off and return the badge to the box.



Parents in Tuckshop or Uniform Shop

Parent Assistant badges will be made available to tuckshop and uniform shop convenors, together with a sign on/off sheet. As the convenor is responsible for the safety for parent helpers it is essential that they be identified as being on site in case of emergency evacuation.

Parent Assistants are required to sign in on arrival at the tuckshop / uniform shop and collect their badge. At the end of the session they must sign off and return the badge to the box.

Visiting Professionals and Consultants

Visiting professional and consultants are required to report to the school office on arrival and sign in. 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. Identification badges issued to BCE personnel are acceptable on St Anthony's premises. Other consultants and professional should wear their identification at all times. School visitor's badges are available to those without identification and should be worn for the duration of their visit.

Contractors

Contractors are required to report to the office upon arrival on site and sign in. 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. Company identification, logo or uniform may be acceptable identification. A contractors badge will be issued to those contractors without identification and should be worn for the duration of their contract.

Deliveries

All deliveries are to be made to the school office. In general there is no need for delivery personnel to enter school grounds unless delivering to specific areas of the school e.g book displays in staff room or library, or for bulky deliveries e.g. furniture, landscaping supplies etc.

Parent Groups

From time to time parent groups utilise general school facilities for social purposes or meetings. At these times the convenor of the group is responsible for recording the attendance of those present and is responsible for their safety, in event of evacuation. The school office is to be advised of all meetings and their location so that each group can be accounted for during evacuation.

Challenging Strangers

Any persons on site during school hours who is not accompanied by a staff member, or is not wearing an St Anthony's identification badge – Staff Member, Classroom Assistant, Relief Teacher, Visitor or Contractor are to be challenged regarding their business on school premises. 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 parent than to allow a stranger access to our students. Parents will understand that teachers are acting in the best interest of their children and the other students in the school.

PARENTS HELPER BADGE

As part of our Workplace Health and Safety Procedures all parents who volunteer their time are required to wear a parent helper's badge in order to identify themselves to staff members.

Teachers are encouraged to politely 'challenge' any unknown (not wearing any badge) visitors on our premises and to direct them to the front office