St. Mary’s Primary School, Young

VISITORS AT SCHOOL POLICY

Purpose:

This policy sets out the expectations for behaviours related to people visiting St. Mary’s Primary School Young.

Policy:

In the interest of promoting positive school profiles and healthy relations with the wider community, our school welcomes legitimate visitors. Visits to our school must be managed with care to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience.

All visitors to school must be accompanied at all times. Approval for the visit must have been given by the appropriate school authority and all those to be ‘visited’ must have been fully informed and have given their assent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

Safety and duty of care regulations are to be observed at all times.

Definitions:

Visitor – Anyone visiting a school who is not immediately officially involved in the school operation.

Procedures:

- All visitors must present at the school office,
- All visitors must record their name, time of entry and time of departure in a visitor log book,
- All visitors will wear a ‘Visitor’ badge issued by front office staff,
- Visitors are not allowed to have unsupervised access to students.

References:


Forms:

Visitor log book page