

## **S02 - School Visitors Policy**

### HERITAGE CHRISTIAN SCHOOL

#### **Rationale**

As part of the “National Safe Schools Framework Guiding Principles” and in particular paragraphs 1, 3, 6, 9 and 11, Heritage Christian School recognises the need for a policy to monitor visitors to the school. As a school, we have a duty of care to take reasonable measures to protect students and staff against the dangers that can occur when visitors are allowed to come and go at will from the school campus. Reasonable measures need to be in place that will help the school to manage visitors.

School visitors are defined as anyone who is not a student or staff member at the school.

#### **Policy**

Heritage Christian School will monitor visitors to our school campuses at Port Macquarie and Kempsey through procedures that are overseen at the office of each campus.

#### **Procedures**

- School visitors who come to the school office will be asked to sign a register (Heritage Sign In/Out Register) that notes their name, time of arrival, nature of visit and location they will be visiting.
- School visitors will be then given a badge to pin on which says “Visitor”. They must wear this until they hand it back to the office staff upon signing out.
- All school staff are instructed that school visitors who do not have the “Visitor” badge on are to be sent to the school office immediately to state their business, register and obtain the badge.
- Parents are not required to sign in when dropping off students in the morning or collecting students at close of school in the afternoon. However, if students are being collected during school hours for any reason, parents need to sign the children out and collect a blue “Student Sign Out Slip” to be given to the teacher on collecting student/s from class.
- Staff are instructed that “undesirable” visitors who have no business being at the school will be asked to leave and/or be referred to the Principal or an Executive staff member, who will contact the Police if necessary.