

St Gerards School Others in the Workplace Procedure

Commitment
Curiosity



I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me..

Matthew 25: 35

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site.</i></p> <p><i>The principal must be informed about any interviews of students by visitors from outside agencies.</i></p> <p><i>To provide clear guidelines on identifying visitors.</i></p>	<p>Human Rights Act 1993</p> <p>Employment Relations Act 2000</p> <p>Privacy Act 1993</p> <p>Health and Safety at Work 2015</p>	<ol style="list-style-type: none"> 1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked. 2. On reporting to the office, visitors are requested to sign in and out with the date and time of their arrival and departure. 3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or the delegated staff member. 4. The Office Administrator will locate the appropriate person to meet with the visitor and escort them around the school. 5. School staff are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood. 6. The principal must approve any non-workers attendance at school with the exception of parent helpers. 7. Those meeting with staff or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo). 	<p>Office Administrator</p> <p>Principal</p> <p>Office Administrator</p> <p>Staff</p> <p>Principal</p> <p>Office Administrator</p>