



Others in the Workplace Procedure

This procedure should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities and the school Health and Safety Policy.

Rationale

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. The Principal / Deputy Principals must be informed of any interviews of students by visitors from outside agencies.

Purpose:

- To identify all visitors to the school.
- To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
- To provide clear guidelines on identifying visitors.

Process:

- Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked.
- On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitor's label to wear while on the school grounds.
- Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal / Deputy Principals / Careers Advisor.
- Administration workers will locate the appropriate person to meet with the visitor and arrange for the visitor to be met at the main office.
- School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
- The Principal / Deputy Principals / Careers Advisor must approve any non-workers attendance at school with the exception of parent helpers.
- Those meeting with workers 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 (Driver's Licence, Passport or other formal photo identification).

Approval:

Variations or amendments to this Procedure must be approved by the majority of the Board of Trustees.