



# *St Brigid's Catholic School*

*New Norfolk*

## **GUIDELINES FOR VISITORS**

### **RATIONALE**

St Brigid's Catholic School seeks to provide an open, friendly and welcoming environment that values and encourages visitors. At the same time, it is recognised that there is a duty of care to ensure a safe environment, and it is recognised that we have a responsibility to protect and preserve our resources against theft, vandalism and misuse.

### **AIMS**

- To provide a safe and secure environment for our staff, students, parents and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

### **IMPLEMENTATION**

- Whilst we actively encourage an inviting and open school, the safety of staff, students, parents and resources remain our highest priority.
- Visitors are defined as all people other than staff, students and registered volunteers. e.g. parents/guardians/carers, who are involved in the task of delivering or collecting children at the start or end of the school day or during the school day, those who are attending special school events, eg assembly, Parent/Teacher Consultations, AFL Day, sports carnivals etc and are not required to follow volunteer procedures.
- The principal has the authority to prohibit any visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours. The principal may delegate this authority to other members of the school staff.
- Those persons visiting the school during the school day, for other than scheduled events, eg assembly, are asked to report to the school office and sign in as a visitor, so that their presence on site is known.

- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or evacuation practice drill will be recognised and be appropriately catered for during that time.
- Visitors who have failed to follow these procedures will be reminded to do so.

*These guidelines will be reviewed as part of the St Brigid's Catholic School policy review cycle  
and at times when emergency management procedures are under review.*

*Implemented May 2008*

*Reviewed and amended October 2013*