

Policy: Health and Safety / Others in the workplace

Policy

This policy 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.

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 or delegated person must be informed of any interviews of students by visitors from outside agencies.

Purpose:

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

Process:

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 with the date and time of their arrival and receive a visitor’s label to wear while on the school grounds.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or his delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. School workers 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 workers or students, going to other parts of the school, or working on the school site must sign in.

Approval:

When the board approved this policy it agreed that no variations of this policy or amendments to it could be made, except with the majority approval of the board.

Review schedule: May 2021

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

ADOPTED BY BOARD OF TRUSTEES			
Date	30 May 2016	Chairperson	S Smith

REVIEWED/AMENDED Date 28 May 2018 Chairperson S Smith

REVIEWED/AMENDED Date Chairperson