



St Joseph's School
Kingswood

VISITOR & VOLUNTEER POLICY

ST JOSEPH'S SCHOOL KINGSWOOD

Rationale

St Joseph's Kingswood is a Catholic School in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

1. Purpose

This policy governs the management of all visitors, volunteers or contractors who enter the school grounds during school hours.

2. AIMS

The aim of the St Joseph's Kingswood Visitor Policy is to ensure the safety and wellbeing of all in the school community by outlining procedures for people who enter the school grounds to follow, and procedures for our staff, students and parents to follow in identifying visitors to our school.

3. PRINCIPLES

St Joseph's Kingswood cares about the safety of our people. We are therefore committed to providing a safe and effective work environment for students, staff, parents, volunteers, contractors and visitors.

4. DEFINITIONS

An "Authorised Person" is a person who has a current police check on file with St Joseph's Kingswood.

A "Visitor" is a person who does NOT have a current police check on file with St Joseph's Kingswood. They must be under the supervision of a staff member or delegated authorised person at all times.

5. ACCOUNTABILITY

All members of the School Board and school community are responsible for promoting adherence to the policy, and complying with the policy and standards.

6. POLICY AND PROCEDURES

Staff

- Will wear a current "Staff" identification badge at all times when on the school grounds and when on school business outside of the school grounds
- Will engage visitors not wearing appropriate identification and direct them to the office
- Will reinforce the rule that students do not engage with any visitor not wearing appropriate identification but report unidentified visitors to staff members
- Will seek the permission of the principal and advise the office if they leave the school grounds during the course of the school day and complete the sign in procedure in the front office giving details of times and (where applicable) intention to return

Students

- Will not approach unidentified visitors (i.e. those not wearing appropriate identification) but will inform a staff member immediately if they see unidentified visitors on the school grounds
- Will always stay with the class group when moving around the school during class time
- Stay within their nominated play areas during breaks except when directed elsewhere by a staff member

Authorised People

- Will report to the front office between the hours of 9.00am and 3.00pm, sign in and wear appropriate identification displayed in a prominent position upon their person while on school premises
- When leaving the school will return the appropriate identification, sign out and leave the premises directly via the front office
- Will leave items and messages for children at the front office rather than going to the classrooms , between the hours of 8.55am and 3.10pm
- Will engage visitors not wearing appropriate identification and direct them to the office
- Will reinforce the rule that students do not engage with any visitor not wearing appropriate identification but report unidentified visitors to staff members

Visitors

- Are required to report to the school office immediately upon entering the school grounds between 8.30am and 5.00pm on school days
- Are required to sign in, and display appropriate identification in a prominent position upon their person when visiting the school other than for front office enquiries
- Must be under the supervision of a staff member or delegated "Authorised Person" at all times.
Are required to return the appropriate identification and sign out when leaving the school
- Access to the school grounds outside of school hours will be by prior arrangement with the Principal or their delegate.

Implementation and ongoing Management of the Policy

- Appropriate signage will be placed around the school to direct visitors to the front office upon entering the grounds
- Parents will be informed of the Visitor Policy via the school newsletter, website and in conjunction with other information presented to new students
- Regular reminders regarding the policy will be provided in the newsletter
- Staff will be reminded of the School Visitor/Volunteer Policy through staff meetings and bulletins
- Students will be regularly reminded of the School Visitor Policy
- Contractors will be informed of the School Visitor Policy as part of their induction prior to commencing work within the school
- Staff, students and parents will share the responsibility to actively reinforce the School Visitor Policy to one another and to visitors to St Joseph's, Kingswood

7. KEY ROLES AND RESPONSIBILITIES

Front Office staff are responsible for ensuring visitors and authorized persons are signed in/out of St Joseph's School with appropriate identification.

All visitors will familiarize themselves, and comply with the St Joseph's WHS and Child Protection policy guidelines set out in the sign in / out procedure.

8. REVIEW

This policy will be reviewed every three years, or earlier if information becomes available that significantly affects the content of the policy.

This policy should be read with reference to the St Joseph's Kingswood Duty of Care and Child Protection Policies.