



## GOOD SHEPHERD SCHOOL

PROCEDURE: HEALTH AND SAFETY:  
INDUCTION AND MANAGEMENT OF VISITORS AND STUDENTS



At Good Shepherd School we recognise and respect the sacred dignity of each person as made in the image of God. We therefore undertake to provide students, staff and visitors with a safe physical and emotional learning environment through effective induction and management of visitors to the school. 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.

**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**

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.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the principal or her 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. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).
8. Any students having class visits must be signed in by their parents or caregivers.

**REVIEW**

This procedure shall be reviewed every two years or more regularly by agreement.