VISITORS POLICY

Saints Peter and Paul Primary School

INTRODUCTION.
The parents, guardians and carers of students at Saints Peter and Paul Primary School entrust the school to look after their children. Although the students’ safety is the paramount concern of the staff, it needs to be balanced by an awareness of the importance of providing access to the school for members of the school and wider community.

Saints Peter and Paul Primary School values the dignity and wellbeing of all and has an obligation under Work Health Safety legislation to ensure, so far as is reasonably practicable, a safe and healthy working and learning environment for all students and personnel, including employees, volunteers, visitors and contractors.

Underpinning this legal obligation is our commitment to the development, in co-operation with personnel of a positive safety culture in our school so that the health, safety and welfare of all employees, students, and other persons who are legally present on school premises can be protected.

Visitors to Saints Peter and Paul Primary School generally belong to following groups:

- **Volunteers** – persons authorised by the school to undertake work for or to provide service to the community and include:
  - parents and other members of the school and parish community assisting at the school with reading, art/craft and gross-motor activities or any other form of classroom support
  - parents who assist with supervision on day or overnight excursions
  - parents and other members of the community assisting with the canteen
  - coaches or managers of those sporting teams which come under the umbrella of Saints Peter and Paul Primary School.

- **Casual Staff** - persons employed by the school for short periods

- **Contractors** – persons who have a contract with the school to perform work on a long-term basis. Examples could include ground maintenance, building / renovation projects.

- **Service Providers** – appointed to perform work or provide services to the school on a medium term or semi-regular basis. Examples could include
• **Visitors** – official visitors to the school who come to fulfill internal school or external organisational purposes that are authorised by the school. Examples of official visitors could include health workers, external consultants, sports organisations, musical or theatre groups and other presenters who work with children in groups.

A school must balance the need for the safety of students and staff with the need to be open to the community. While the needs of the students and staff are our prime responsibility, we need to make other people feel welcome and to capitalise on the contribution these people make to our school. Therefore, we need a policy that allows for both safety and openness.

**Visitors Procedures**

All visitors to Saints Peter and Paul Primary School during school must sign the **Visitors’ Register** located at the Front Office and, collect and wear a visitor identification sticker:

- Visitor sticker

Casual staff must also sign the Visitors’ Register and collect a ‘Relief Teacher’ badge.

All school staff are issued with a name badge that they wear when at school or on school excursions.

Parents / carers who arrive early for the purpose of collecting their child/ren from the classroom sign the **Record of Student’s Arrival and Departure Log**.

Volunteers should always work within visible or audible range of a paid staff member both within and without school premises.

Volunteers working with students are given a brief explaining their role and outlining the school’s expectations and volunteer responsibilities.

**Working With Vulnerable People Card**

*Please note that all people who are visiting the school to work with the students need to have a current Working With Vulnerable People card – this card must be sighted and registered with the school’s front office staff it will be copied and keep on the school’s WWVP register. WWVP cards need to be carried at all times whilst in the school or attending school events.*

*Applications for the card can be collected from the Front Office*