

VISITORS TO THE SCHOOL

RATIONALE

In order to preserve a safe and settled working environment for staff and students to the school, procedures must be adopted for all visitors to the school.

PURPOSE

- To protect staff and students from intrusions into class instruction time.
- To protect staff and students from potentially dangerous situations.
- To monitor who is in the school at any one time in case of an emergency event.

GUIDELINES

1. All visitors to the school (anyone who is not a student or staff member of the school) must report and sign in at the school office. The visitors name, business, arrival and departure time will be recorded.
2. All visitors are required to state the purpose of their visit so that this may be checked with the appropriate staff member.
3. The Principal or senior staff member will be advised by the school office should the reason for the visit not appear to be legitimate.
4. Visitors to the school may not enter classrooms unless given permission to do so by the teacher in a room, or by senior management.
5. Staff who observe visitors in the school should immediately accompany the visitor to the office to begin this procedure. If the staff member is uneasy about approaching the visitor, he/she should immediately inform senior management of his/her concerns.

CONCLUSION

These procedures will ensure that all visitors to Aorangi School will be on school business and a safe and happy working environment will be maintained.

Approved **Board of Trustees Meeting** ___ / ___ / ___

Signature of Chairperson _____ ___ / ___ / ___

Signature of Principal _____ ___ / ___ / ___