



St Ignatius School, Toowong Visitors On Site Policy Policy No: 15

1. Rationale

At St Ignatius School we value a safe environment for the children in the school. In the course of any day there are a number of visitors to the school site for a variety of purposes. Our evacuation procedures require that school administration is aware of the identity and location of all visitors to site so that we can be sure of their safety in event of fire or other emergency. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

The following policy and procedures have been developed to ensure safety to visitors and so that any unidentified strangers can be challenged if found on school premises during school hours. As our school has many entry and exit points identifying unauthorised visitors is of prime importance.

For reasons of safety, however, it is necessary for visitors to be identified and their arrival and departure times noted.

All school personnel and visitors to site are required to wear badges identifying them as visitors to the school.

2. Values

The following values have been identified from the school's mission statement as appropriate to this policy.

- Welcoming caring community
- Self acceptance and self respect
- Service
- Supportive and challenging environment
- Care of each individual
- Holistic Catholic Education

3. Policy Statement

St Ignatius School is a Christ-centred community within St Ignatius Parish, Toowong. Students from the community are enrolled on the understanding that both parents and students appreciate and support the school's Visitors on Site policy in addition to the philosophy and ethos of a Catholic school.

4. Implementation

Procedures

School Staff

All school staff will be issued with a name badge on appointment to the school. This badge is to be worn on school premises and can be worn off campus when representing the school or attending professional development.

Relief Teachers

From time to time, relief teachers undertake duties at St Ignatius School. On arrival these teachers are required to report to the school office. They are required to report to the office to be briefed for the day. Relief Teachers are required to wear a relief teacher's badge that should be worn for the duration of their engagement.

The badge is returned to the school office at the end of the period of engagement.

Parents in classrooms

Visitor badges will be made available to all teachers together with a sign on/off sheet. As the teacher is responsible for the safety of classroom helpers it is essential that they be identified as being on site in case of emergency evacuation.

Classroom Parent Assistants are required to sign in on arrival at the classroom and collect their badge. At the end of the session they must sign off and return the badge to the box.

Parents in Tuckshop or Uniform Shop

Visitors' badges will be made available to tuckshop and uniform shop convenors, together with a sign on/off sheet. As the convenor is responsible for the safety of parent helpers, it is essential that they be identified as being on site in case of emergency evacuation.

Parent helpers are required to sign in on arrival at the tuckshop/uniform shop and collect their badge. At the end of the session, they must sign off and return the badge.

Visiting Professionals and Consultants

Visiting professional and consultants are required to report to the school office on arrival and sign in. The responsibility for their safety, in event of evacuation, rests with the school personnel with whom they are working who should also note their departure time.

Identification badges issued to BCE personnel are acceptable on St Ignatius School premises. Other consultants and professionals should wear their identification at all times. School visitors' badges are available to those without identification and should be worn for the duration of their visit.

Contractors

Contractors are required to report to the office upon arrival on site and sign in. The responsibility for their safety, in event of evacuation, rests with the school personnel with whom they are working who should also note their departure time.

Company identification, logo or uniform is **not** acceptable identification. A visitor's badge must be issued to those contractors without identification and should be worn for the duration of their visit.

Deliveries

All deliveries are to be made to the school office. In general there is no need for delivery personnel to enter classrooms unless delivering specific items to the school e.g. book displays in staff room or library, or for bulky deliveries e.g. furniture, landscaping supplies, etc.

Parent Groups

From time to time parent groups utilise general school facilities for social purposes or meetings. At these times the convenor of the group is responsible for recording the attendance of those present and is responsible for their safety, in event of evacuation.

The school office is to be advised of all meetings and their location so that each group can be accounted for during evacuation.

Challenging Strangers

Any person on site during school hours who is not accompanied by a staff member, or is not wearing a St Ignatius School identification badge - Staff Member, Classroom Assistant, Relief Teacher, Visitor or Contractor - is to be challenged regarding their business on school premises.

Do not assume that because someone is walking through the school premises that they have permission to do so. It is better to challenge a person than to allow a stranger access to the students. Parents will understand that you are acting in the best interest of their children and the other students in the school.