

NAG 5—Health and Safety

Others in the Workplace Policy

Rationale

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. The principal must be informed of any interviews of students by visitors from outside agencies.

Purposes

- a) To identify all visitors to the school.
- b) To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
- c) To provide clear guidelines on identifying others.

Guidelines

- a) Each NHS unit includes signposting identifying the entrance, in accordance with host organization / school requirements.
- b) Visitors follow the procedures of the host organization for signing in, or are requested to sign in, with the date and time of their arrival, who they are visiting and subsequently signing out.
- c) People picking up and dropping off goods or other people are not required to sign in and sign out.
- d) Any visitor wishing to speak to a student other than a child under their care must have the permission of the principal or his delegated representative.
- e) Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
- f) School workers are expected to challenge any visitors to ensure they have reported to the office and that their presence is understood.
- g) The principal must approve any non-workers attendance at school, with the exception of parent helpers.
- h) 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 recognized photo identification (being driving licence, passport or other formal photo identification).

Adopted _____ September 2019 _____

Chairperson _____

Review Date _____ September 2022 _____