



POLICY & PROCEDURES

SECURITY / VISITORS ON SCHOOL PROPERTY

UPDATED: 1 Feb 2014

DURING SCHOOL:

1. All personnel, other than teaching staff who work 5 full days, are required to sign the school diary in the front office when they come in and out of the school. This includes all cleaning staff, administration staff, education assistants, gardeners and part time teaching staff. All personnel must wear a name or visitors badge.
2. All visitors must report to the front office, where they sign in, receive a visitors badge and meet the staff member whom they are coming to see.
3. All parents volunteering with students must sign in (either at the front office, in the ECE units) and receive a visitors badge.
4. Visitors who are not parents must have a **Working with Children Check**. See admin if unsure.
5. Parent volunteers must sign a confidential declaration form these must be sent to the office for filing. These must be signed each year.
6. Parents/caregivers who wish to remove their child from school, must sign the child out at the front office only and receive a yellow slip (see Releasing Students Policy).
7. Staff staying later than 5.00 pm the cleaning staff will negotiate with you who will set the security system and lock up the office.
8. If you bring a parent or visitor to the staffroom, please introduce them to the staff. Staff need to be aware of their conversation to maintain confidentiality about school issues at all times.
9. All doors must be locked and windows shut, (also switch off computers and airconditioning or heating and any other appliances) when vacating a room, this includes classroom doors at recess, lunch, during DOTT and after school.

Note: The Principal must be informed about all visitors to the school, who are working with the students, at least 1 week prior to the visit and a copy of their **Working with Children Check** must be given to the office staff for filing.

Prior to them assisting in the classroom, parent helpers and all other visitors must be advised by the teacher that if they have concerns with children's behaviour that it is the teacher's responsibility to follow it up.

AFTER SCHOOL:

1. If you are the only staff member on site disable the security system and sign in the Security Log Book and small whiteboards under each area you will be accessing.
2. Lock all doors after leaving the rooms – do not leave them open even if only out for 5 minutes.
3. Upon leaving the school, all doors, air conditioning and lights must be checked to ensure the building is secure.
4. Sign out in the Security Log Book.
5. If you are the last person to leave the school, set the security system before locking the front door.