

VISITORS TO THE SCHOOL PROCEDURE

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.

Purpose:

1. To identify all visitors to the school.
2. To ensure the office is aware of who is in the school throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

Roles and Responsibilities

The Dunedin Rudolf Steiner School has specific health and safety responsibilities for the entire school community. These include responsibility to visitors when they are present with the consent of the Board (or someone on the Board's behalf). The school must:-

- Ensure they are not harmed by any hazard arising at the school
- Ensure they are warned about any significant hazard that arises at the school, which might not arise in the ordinary course of events - at the time they enter the school
- Ensure that visitors are not left unaccompanied with children at the school or kindergarten

Procedures

Health and safety procedures and information needs to be provided to all visitors as appropriate.

For parents/guardians/whanau this information is provided:

- When their child enrolls at the school, in the parent handbook
- In school newsletters
- At parent information evenings

For other visitors, this can be achieved:

- Through school visitor induction process outlined below
- Through appropriate signs and displays

School visitor induction

A sign at the top field entrance requests visitors to report to the school office. The office is clearly marked signposted.

All visitors to the school need to be inducted onto the site (except parents doing pick-ups and drop-offs at the beginning and end of the day).

All visitors should be directed initially to the office where they must complete the Visitors Book. They should also be signed out on departure

Information required from visitors in this book includes : name, title/role , who they're visiting and time in, and time out

The visitor will then be accompanied to the relevant teacher/ member of staff. This person will be responsible for ensuring that in the case of fire or other emergency the visitor follows proper safety procedures.

School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.

The principal must approve any non-workers attendance at school with the exception of parent helpers.

When there are no staff in the office other staff at the school should ensure that the person's visit is recorded and that they are appropriately supervised during their visit.

Discretion will be used for regular visitors dropping off or picking up goods from school e.g. couriers.

Out of hours visitors

If the school is used by other groups – for example for an evening or weekend event , then the groups will be provided with school safety information which will include a map of

- Fire safety equipment locations
- Electricity and water cut off points
- Fire alarm
- Fire exits

This procedure is based on the Ministry of Education's Action Guide 8: Protection of Staff, Students, Visitors and Contractors.

Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____