



## Visitors Policy

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### Rationale

Visitors are those who visit the school on one or a few occasions annually. They may be conducting or attending a special event, performing repairs or maintenance. These activities may include working with children.

### Aim

At St Michael's Primary School we aim to provide a safe and secure environment for the students and staff.

### Implementation

- All visitors to the school are required to report to the Front Office prior to undertaking any activity at the school. Working with Vulnerable People registration must be presented where required.
- All visitors are required to sign the Visitors Book and receive a Visitors Sticker/identification. This sticker must have the visitors name on it if they do not have other visible identification and must be worn at all times while on school grounds.
- Visitors are required to report back to the Front Office before leaving the school at the completion of their visit. At this time they will sign out using the Visitors Book.
- Visitors are required to read the visitor information booklet and participate in visitor induction where appropriate.
- Visitors are required to comply with staff directives at all times, particularly in the event of an emergency.

The school staff will:

- Publish the visitors procedures in the newsletter annually.
- Ensure a copy of the visitors policy and procedures is available to visitors and relevant staff.
- Provide access to the visitors information booklet and information regarding toilets, evacuation procedures and safety as appropriate.
- Accompany the visitor while they are on the school grounds as appropriate.
- Exercise the authority to prevent a potential visitor from entering or remaining within the school if appropriate.
- Use appropriate procedures to invite or exclude visitors using or being within the school boundaries outside of school operating hours.
- Ensure that visitors to the school during an emergency are included in the emergency procedures.

**Approved by:** St Michael's School Leadership Team

**Date:** 2013

**Revision Date:** 2017