

# Corowa Public School

Caring Learning Succeeding Together

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## COROWA PUBLIC SCHOOL

### VISITORS TO SCHOOL PROCEDURES March 2011

#### ***Rationale***

It is the responsibility of the school to ensure the safety of all students and staff. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of the students, staff and visitors themselves.

#### ***Procedures***

1. On arrival at the school all visitors must report to the school office.
2. All visitors must assist the school by reading and then signing the attached Prohibited Employment Declaration. All workers, voluntary or paid who deal directly with children in NSW are required to complete the declaration.
3. All visitors must wear a badge identifying they are visitors. They must sign on in the Visitors Book.
4. When leaving the school premises they must sign off and return their badge.

#### ***Parent Helpers***

#### ***Classroom/School Activities***

Many parents assist and support classroom teaching/learning programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. These parents are often in the school for short periods of time but must follow the procedure outlined below:.

1. On arrival at the school all visitors must report to the school office.
2. Please assist the school by reading and then signing a Prohibited Employment Declaration. All workers, voluntary or paid who deal directly with children in NSW are required to complete the declaration. (First visit only)
3. They must sign on in the Visitors Book.
4. All visitors must wear a Visitors Badge identifying they are visitors.
5. When leaving the school premises they must sign off and return their badge.

#### ***Canteen***

There is a large group of parents who volunteer their time to work in the school canteen. On arrival at the school these volunteers must follow the procedure outlined below:

1. Report to the school office;
2. Please assist the school by reading and then signing the attached Prohibited Employment Declaration. All workers, voluntary or paid who deal directly with children in NSW are required to complete the declaration. (First visit only)
3. Sign the Visitors Book;
4. Collect a Visitors Badge identifying that they are visitors. These parents are to wear a badge indicating they are a visitor throughout the day they are working in the canteen.
5. When leaving the school premises they must sign off and return their badge.

### ***Special School Events***

There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur at school assemblies and special whole school events such as Education Week and the school sporting events. On these occasions visitors are not required to sign on and off.

For school assemblies visitors are requested to move directly to the hall.

### ***Afternoon Pick Up***

Some parents choose to pick up their own children from school in the afternoon. To make it safer for students to be picked up in the afternoon parents are asked to wait at the front entrance to the school. All students are to leave the school by the front gates.

If parents are picking up their child from bus lines they need to let the teacher on duty know.

Parents will need to go to the office to sign on and off if they are picking up their child during the school day.

### ***Further Procedures***

We understand that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or a phone call. For any matters of a more serious nature they are best to make an appointment to see their child's teacher and visit the school at a mutually convenient time.

If parents have any issue with a student they are not to approach individual students while on the school grounds. They must make an appointment to see their child's teacher, the Assistant Principal or Principal about the matter in the first place.

Staff and students should be aware of the school's visitors policy and should direct all visitors to the school office if they have not signed in.

Parents accompanying students on excursions must wear a visitors badge or identification and have completed a Prohibited Employment Declaration form.