



## 5.20 Visitors

### Guidelines

1. Office staff will **sign the visitor's book in the main office** and be issued visitors with a visitor's badge and a sheet of information regarding safety while on site.
2. If the visitor is a child's lawyer or from Child, Youth and Family, on presenting of their credentials, may interview a child and office staff will find space for this.
3. Parents should make appointments to visit staff.
4. If an unknown person arrives on the school grounds, particularly when there are children outside, the nearest teacher should challenge them with a friendly "Can I help you?" If the answer appears somewhat vague or gives cause for concern, direct the person to a senior manager or the office.
5. The senior manager will seek to establish the visitor's purpose and if a concern about the visitor's presence remains, will ask the visitor to leave the site or call 111 if it is thought the person make be a threat to others on the school site.
6. Visitors who enter from the Gladstone Rd entrances should be directed using our signage to the office in St Stephens Ave.
7. All visitors will be expected to follow directions of staff should an emergency or a n emergency drill occur while they are on site.