



### ***NAG 5 Health and Safety - Ellerslie School Procedures for Visitors to the School***

Ellerslie School welcomes visitors as an important part of our school culture. In ensuring a safe environment for the students and staff of the school, procedures for visitors must be in place.

- All visitors to the school are expected to report to the school office before entering any other area of the school grounds.
- All visitors must sign and out in using the Ellerslie School electronic VizTab system.
- All visitors must read and sign the Health and Safety Policy .
- Whilst in the school parameters, visitors must wear a VizTab Visitor's Badge, regardless of whether they are already wearing an official form of named identification.
- The school office or other appointed person, will ascertain whether the visitor requires assistance due to a disability and will enter this into the register if necessary.
- Members of the school community, i.e. parents and guardians, will be encouraged to notify the school office on arrival at the school for purposes other than scheduled parent help and sign in the Ellerslie School electronic VizTab system.
- Staff will be encouraged to direct anyone on the school premises not wearing an identification or visitors badge, to the school office to comply with visitor regulations.
- If staff feel in any way concerned about approaching an unidentified visitor, a member of the Senior Leadership Team should be consulted immediately.
- Visitors to the school will not be left to supervise children without a fully certified teacher being present unless this has been prearranged and all necessary checks have been carried out.
- All parents or caregivers who pick up their children during school hours must sign their child(ren) out at the school office and hand the 'leaving school' slip to the guardian teacher.

#### Related documents

- Ellerslie School Health and Safety Policy