



St Joseph's, Jerilderie

VISITORS ON SITE POLICY & PROCEDURES

Rationale

Schools in the Diocese of Wagga Wagga value a safe environment for the children in our schools. On any day there are a number of visitors to the school site for a variety of purposes. Evacuation procedures require that school administration staff are aware of the identity and presence of all visitors on site so that we can ensure their safety in event of fire or other emergency. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

This document has been developed to ensure safety to visitors and so that any unidentified strangers can be challenged if found on school premises during school hours. As schools have many entry and exit points identifying unauthorised visitors is of prime importance. For student safety it is necessary for visitors to be identified and their arrival and departure times noted.

PROCEDURES FOR VISITORS AT ST JOSEPH'S, JERILDERIE

All visitors, parents and carers are required to report to the school office prior to entering the school grounds/classrooms

- Visitors are required to sign in to the school, using the Compass kiosk (electronic sign in terminal). If the terminal is not working on a specific day visitors use the manual visitor sign in book.
- Compass will print a visitors slip which the person visiting must carry with them and present if asked to do so.
- The Compass kiosk can be found in the St Joseph's foyer on the front counter.
- Upon leaving the school, visitors are required to sign out, using the Compass kiosk.

This procedure ensures that we are adhering to the policies and procedures of the Catholic Schools Office Wagga Wagga.

Reviewed in 2023