

ST EUPHEMIA COLLEGE

K-12



VISITORS ON SITE PROCEDURES

2014

Visitors on Site - Procedures

Parent, Caregivers and Volunteer Support Personnel

The parents and caregivers who are support personnel are in the School for short periods of time. All these parents and caregivers are required to report to the Administration Office to sign in and collect the visitor's lanyard. They must wear this lanyard, indicating they are a visitor throughout the entire time they are working with the students. After concluding their support activities, they must sign out in the Administration Office and return their lanyards.

Other Visitors

Other visitors are required to report to the Administration Office on arrival and sign in. School visitor's lanyards are available and must be worn for the duration of the visit to the School.

Contractors

Contractors are required to report to the Administration Office upon arrival and sign in. Company identification, logo or uniform are not acceptable identification. A visitor's lanyard must be issued to those contractors and should be worn for the duration of the visit.

Deliveries

All deliveries are to be made to the Administration Office. No delivery personnel are allowed to enter classrooms unless they are authorised by the Principal/Delegated Authority. In such cases, they will be escorted by Administration Personnel or Maintenance Staff.

Unauthorised Personnel

Any person on site during school hours who is not accompanied by authorised personnel or is not wearing a St Euphemia identification lanyard will be reported to the Principal or Delegated Authority.

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. This can occur at school assemblies and special whole school events. On these occasions visitors are not required to sign on and off.

Afternoon Pick Up

The School gates reopen in the afternoon at 2.50pm. Parent and caregivers will need to go to the Administration Office to sign on and off if they are picking up their children during the school day. Parents and caregivers will wait in Reception while the Secretary collects the student from the classroom.

Emergency & Evacuation Procedures

Visitors are required to follow the School's Emergency and Evacuation Policy and Procedures. Administration Staff are responsible for maintaining and implementing the sign on/sign off system which will ensure the identification of the visitors during Emergency & Evacuation Procedures.