



Sacred Heart College

NATIONAL ADMINISTRATION GUIDELINE 5

Policy Statement: Health & Safety – Others in the workplace

The Special Character, also known as the Catholic Character, provides the framework within which the whole school curriculum is delivered; it is integral to everything that takes place in the school, or on behalf of the school, and its community.

Rationale

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. In addition the principal or his delegated representative must be informed of any interviews of students by visitors from outside agencies, prior to the interview/s taking place.

Purpose:

1. To identify all visitors to the school.
2. To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

Process:

1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked.
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitor's label to wear while on the school grounds.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the principal or his delegated representative, prior to speaking with the student.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. The principal or his delegated representative must approve any non-workers attendance at school.
7. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo). In the event the suitable ID cannot be produced, entry to the school may be denied.

Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

Carolyn Hegarty
(Chairperson, Board of Trustees)

Reviewed: April 2018
Review: April 2020