

BRUCE McLAREN INTERMEDIATE SCHOOL

PROCEDURES: VISITORS AND GUESTS

RATIONALE

The school has a number of visitors and guests during the year and this is to be encouraged. At the same time the security of both children and staff needs to be assured.

PURPOSES

1. To provide safeguards for the children and the staff from strangers walking around the school.
2. To provide guidelines for the introduction of guests to the school by members of staff.

PROCEDURES/GUIDELINES

General

1. All visitors and guests are to report upon entry to the school to the school office.
2. If they are permitted to proceed beyond the office area
 - a. They are to sign-in in the visitors book
 - b. They are to wear lapel badge denoting that they are a visitor to the school
 - c. At the conclusion of their visit they are to return to the school office and
 - i. return the lapel badge
 - ii. sign-out in the visitors book.
3. All students are to be coached in matters of courtesy and helpfulness towards people wearing a visitors badge.

Visitors

1. Parents are always welcome at the school with the following conditions:
 - a. If they wish to observe programmes in action or discuss their child's progress they must make an appointment with the respective teacher(s) so a suitable time can be arranged.
 - b. If they wish to see the Principal, they must first talk to the school secretary and, if necessary, make an appointment, although the Principal will always make parental visitors a priority and generally see them immediately or as soon as possible.
2. Other visitors are to make an appointment through the school secretary.

Guests

1. The Principal is to be aware of all guests invited into the school.
2. It is expected that invited guests are introduced to the Principal (or in the Principal's absence to one of the APs) upon their arrival at the school, or, if that is not possible, certainly before they leave.

CONCLUSION

With the above procedures being followed, everyone in the school will be known so making the school a safer place for children and staff.