

# ST JOSEPH'S SCHOOL

## VISITORS TO SCHOOL PROCEDURE



*Our aim is to provide a safe and secure environment for our students, staff and visitors. The Visitors to School Procedure ensures that effective procedures are in place to enable us to achieve this aim.*

### PURPOSES

1. To provide safeguards for the students and the staff.
2. To ensure that there is information about people who are on the school site in case of an emergency situation.

### GUIDELINES

1. All visitors and guests are expected to report to the school office, upon entry to the school. The Health and Safety Policy is on display beside the sign-in book.
2. They are to sign a visitor's book, stating their name, role, who they are visiting and time in and out.
3. All students are to be encouraged to show courtesy and helpfulness towards visitors.
4. Discretion will be used for regular visitors dropping off or picking up goods from school e.g. couriers.
5. Parent helpers in classrooms will check in with the teacher in the classroom.
6. Signs at the school gate will direct visitors to the school office.

Reviewed: 2019

Next Review Date: 2022