



VISITORS TO THE SCHOOL DURING SCHOOL HOURS

Anyone who comes onto the property during school hours must first report to the office. Any person wishing to speak to a student must first go to the office and have the opportunity to do so arranged for them. If you see people in the school please make it your concern to ascertain their reason and that they have followed the above procedures. It is hoped this will not cause offence to the visitor and they leave realising that we are only carrying out our duty of care.

The School follows the *Catholic Education Diocese of Lismore Advice on Child Protection for Casual Teachers/Volunteer/Contractors*. A copy of this information is found near the visitor sign on device, as is a *welcome to the School statement*.

Casual teachers and canteen workers are not required to sign the Visitor Sign on Book.

Visitor Safety Guidelines

You are a valued visitor to our school and to assist you in your stay, please become familiar with the following guidelines.

- St. Joseph's Primary School follows the ***Catholic Education Diocese of Lismore Advice on Child Protection for Casual Teachers/Volunteer/Contractors***. A copy of this information is found near the Visitor Sign On Book and you are requested to read it.
- Volunteers who do not have any link with the school by way of child/grandchild and perform voluntary work must undertake a volunteer working with children check (this free for volunteers).
- Parent volunteers are required to complete and sign the Diocese of Lismore Child Protection policy (CSO Volunteers Application Form, section 3).
- St. Joseph's Primary School is a **NO SMOKING** environment;
- **ALL PERSONS** entering St. Joseph's Primary School, Kempsey **must sign on** and wear a visitors badge between the hours of 8.30am and 4.00pm;
- **No Chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for inclusion in the Chemical hazards inventory;**
- No person will engage in any activity that should be carried out by a certified trades person – be it lifting, chemical use, working with electricity etc;
- **Evacuation/Lockdown procedures;**
On the announcement of a school evacuation or lock down, you must follow the instructions of staff.

Policy Adopted: December 2005	Policy last reviewed: February 2023	Policy to be Reviewed: Ongoing Within five years of last review
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