

WHAREORINO SCHOOL



SCHOOL PROCEDURE 28: HEALTH AND SAFETY: OTHERS IN THE WORKPLACE

Rationale

This policy-procedure should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for School Boards and Officers which clearly outlines Health and Safety responsibilities.

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. The Principal must be informed of any interviews of students by visitors from outside agencies.

Purpose:

1. To identify all visitors to the school.
2. To ensure School Administrator and/or Principal, 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.
3. Any visitor wishing to speak to a student, other than a child under their care, must have the permission of the Principal or Principal's delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor.
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 must approve any non-workers attendance at school, with the exception of parent helpers.
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).

Approval:

When the Whareorino School Board approved this procedure and related policy, it agreed that no variations of this procedure and policy, or amendments to it, could be made without the majority approval of the Board.

Review:

This procedure, and associated 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.

Related Documents

- Procedure 6: Police Vetting
- Procedure 27: H&S Health and Safety
- Procedure 29: H&S Risk Management
- Procedure 30: H&S Training and Information
- Procedure 31: H&S Use of School Property by Others
- Procedure 32: H&S Crisis Management
- Board Policy Part D: 6 Health and Safety

PRINCIPAL

Dated: February 1, 2022