

Otahuhu College Health and Safety Policy: Others

Purpose

For the safety of visitors, students and staff, Otahuhu College must be able to identify who is on the school site. Visitors from outside agencies must inform the Principal or delegate of any interviews of students.

This is done by:

- 1 Signs requesting visitors to report to the school office are posted around the School and the Office 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 visitors label to wear whilst on 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 delegated representative.
- 4 Administration workers will locate the appropriate person to meet with the visitor and arrange for them to be escorted around the school.
- 5 School staff are expected to challenge any visitor to ensure they have reported to the office, and that their presence is understood.
- 6 The Principal must approve any non-staff attendance at school with the exception of parent helpers.
- 7 Those meeting with staff or student, 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 license, passport or other formal identification with a photo).

This policy shall be reviewed every two years or more regularly by agreement.

Signed _____

Dated ____/____/____

Review Date ____/____/____