



TE AWAMUTU COLLEGE

POLICY STATEMENT ON HEALTH AND SAFETY: OTHERS / VISITORS IN THE WORKPLACE

(Others/Visitors: Any person within the school environment and/or workplace including students, parents/caregivers, visitors, casual volunteers and members of the public). This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Rationale

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.

Purposes

1. To identify all visitors to the school.
2. To ensure support staff and SLT are aware of who is in the school throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

Guidelines

1. Signs requesting visitors report to the school Main Office are posted around the school and the Main Office is clearly marked.
2. On reporting to the office, visitors are requested to sign in with the date and the time of their arrival and receive a visitor's lanyard while on the school grounds. They must record who they are, what company/organisation/agency they are from, who they are visiting and where in the school.
3. Support staff will greet the visitor and give appropriate instructions.
4. Staff may ask any visitors if they have reported to the Main Office.
5. The Principal (or his/her delegated representative) must approve any non-worker's attendance at school.
6. 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 may be asked for identification.

CHAIRPERSON _____

DATE

23/10/24

PRINCIPAL _____

DATE

7/10/24

25.9.2024