

School Visitors Policy

OUR LADY OF LOURDES, BAULKHAM HILLS SOUTH

PURPOSE

*In line with our school's mission statement, the pastoral care policy and the child protection policy, the purpose of the **School Visitors Policy** is to ensure the safety of our children by monitoring all visitors on school premises during school hours.*

BROAD GUIDELINES

1. *Any visitor other than employees of the school is to report first to the School Office. All parents are required to conduct business via the School Office and are asked **not** to go to their child's classroom to see their child or speak to a teacher.*
2. *The visitor must sign in at the front office and declare who they are visiting.*
3. *If approved, the visitor is issued with a **photo identification sticker** and allowed to enter the school grounds.*
4. *After the visitor completes their task, they will sign out at the **front office**.*
5. *The visitor then leaves the school premises.*

BASIS OF DISCRETION

*At times there will be a great number of people on the school premises. Visitors **do not** have to report to the school office and **no sticker** is required for the following activities: **Open classrooms, Parent/Teacher Interview or Information Nights, School fetes or sports carnivals. Casual Teachers** may be exempt.*