

ELIZABETH PARK SCHOOLS

POLICY: PERSONS ACCESSING SCHOOL

PURPOSE: To ensure that the school remains a safe place for all, that student's learning is not disrupted and learning outcomes are maximised

- 1. All persons accessing/entering the school must report to the front office.**
- 2. Apart from parents/caregivers accompanying students to and from school at 8.50am and 3.00pm the following protocols will apply:**
 - (i) Parents picking up a student during the school day**
 - Report to the front office
 - The parent fills in the pink "Early Dismissal Form" for the classroom teacher and the "Early Dismissal Folder" for the front office records
 - Student will be collected from the classroom by office staff and the pink dismissal form given to the teacher
 - (ii) Parents bringing student to school during the school day**
 - Report to the front office
 - Front office staff fills in Late/Absence note for the student to give to class teacher
 - (iii) All visitors - parents, workers, work experience students etc.**
 - Report to front office
 - purpose of visit is clarified with senior staff
 - Any issues relating to students and/or staff
 - message is written and passed onto leadership staff
 - leadership staff are consulted and make a decision re appointment, meeting, phone call
 - Any issues relating to work on site
 - workers fill in "Transfield Folder"
 - sign in and get visitor badge
 - All Volunteers/Work Experience students
 - Sign in and get badge

All persons in the school grounds should have reported to the front office, clarified the purpose of their visit, filled in the appropriate documentation and be wearing a visitors badge.