



ST. ANDREW'S GRAMMAR

VOLUNTEERS AND VISITORS POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
September 2014	Principal		2015
May 2017	Principal	2017	2018



ST. ANDREW'S GRAMMAR

Visitors Policy

This policy aims to promote a safe and secure environment for our students, staff, families and visitors. Further, it aims to establish protocols and procedures that effectively monitor and manage visitors, help contribute to the School's existing duty of care practices as well as support the School's emergency management procedures.

All visitors must first report to Reception to sign in. The Visitor Log Book contains information such as the date, the visitor's name, whom they are visiting and time of arrival. If not already wearing an official badge, visitors will be provided with a visitor's badge which must be worn for the duration of their visit. Visitors should remain in Reception until they are collected by a member of staff. Visitors must not be left to roam around the school campus unaccompanied.

For the purposes of this policy, **visitors** may include:

- Tradespersons
- Guest speakers
- Volunteers
- Relief Teachers
- Other visitors

Short-term visitors who remain in the Reception area or Administration building do not need to sign in. Where these visitors are required to deliver goods to areas other than Reception or the Administration building, a member of staff must escort them to that location.

For the purposes of this policy, **short-term visitors** may include:

- Parents dropping off lunches or collecting ill students.
- Parents paying fees or coming solely to Reception.
- Couriers, mail contractors, delivery drivers etc.
- Families attending interviews.

For the purposes of Child Safety and Child Protection, visitors who have signed in at Reception must then be accompanied by a member of the St. Andrew's Grammar staff at all times. If a staff member has any concerns about the conduct of a visitor to St. Andrew's Grammar, the concern must be reported to the Principal or relevant Head of School immediately. Visitors must return to Reception after the conclusion of their visit to the School and sign out of the Visitor Log Book. All Visitor badges should be returned to the Receptionist.

