



## **School Visitors and Trespassers Policy**

### **RATIONALE**

St James is a safe place at all times for all students and staff. All precautions must be taken to ensure this. St James is also a welcoming place to visitors. Trespassers are not permitted to enter school property.

### **GOALS**

- To provide a safe environment
- To provide a welcome to all visitors
- To implement a process by which every visitor to the school can be identified and recorded
- To prevent trespassers from entering school grounds
- To provide a means by which children can recognise visitors to the school
- To teach children how to welcome visitors appropriately

### **GUIDELINES FOR IMPLEMENTATION**

- Signage will indicate - *All visitors must report to office*  
*No traffic to enter school between certain*  
*specified hours (Staff excepted)*
- Gates are closed during recess and lunch times and locked after school hours
- Visitors to the office will be asked to register by signing in and will be given a lanyard to wear. The students are aware of the visitors' badge
- In case of Displan implementation the administration staff will check the visitors register, locate visitors and notify of required procedures.
- Parents are regularly involved in a variety of school activities When arriving at school to help in classrooms parents are expected to sign in at the office and to sign out as they leave

- Principal or delegate will exercise given powers in relation to trespassers on the property. (See CEVN: 'School Trespassers Guidelines for Principals and Proprietors of Catholic Schools in Victoria')

### **EVALUATION.**

This policy will be reviewed as part of the school's four-year School Development Plan.

This policy was revised in 2018 by staff members and ratified by the Education Board.