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 badge 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 2014 by staff members and ratified by the Education Board.