



Visitors Policy

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy on the control and monitoring of visitors to the school.
Scope and application	Policy applies to all visitors to Geraldton Grammar School.
Related legislation and guidelines	School Education Act 1999 Sections 119 & 120 School Education Regulations 2000 Regulations 67-81 & 98-101 Working with Children (Criminal Record Checking) Act 2004 Working with Children (Criminal Record Checking) Regulations 2005
Related Policies	Workplace Health and Safety Policy, Student Wellbeing Policy, Child Protection and Mandatory Reporting Policy, Volunteer Policy Evacuation Policy and Procedure
Evaluation	Triennial

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
May 2002	Draft and adopted	SSW
6/2/09	Amended logo	SSW
31/3/10	Revised	SSW/SPN
27/3/13	Crest amended	SPN
01/03/16	Revised with no updates	NJE
18/09/19	Revised with minor amendments	DTO/GMY
15/07/24	Revised and amended	MNN

VISITORS POLICY

CONTROL OF VISITORS:

All personnel on campus has a duty to themselves and all others on school premises to act in a safe manner.

This policy assists the Schools to welcome visitors while ensuring the safety and wellbeing of students and the School.

INTRODUCTION:

In general terms visitors to school premises will fall into three categories:

- (a) commercial visitors
- (b) family and friends
- (c) visitors to school facilities and activities.

The following control procedures must be followed to protect the health and safety of visitors, students and staff and to protect the legal position of the school.

COMMERCIAL VISITORS - Drivers, Trade or Contract Personnel:

- All commercial visitors, trade or contract personnel must report, in the first instance must sign in at the front office. The Register should be initialed and time of departure recorded.
- All commercial visitors, trade or contract personnel must report, to the school staff member responsible for control, or overseeing of their activity.
- It is vitally important that the commercial visitors, drivers, etc are instructed in the specific school rules and regulations for the tasks they are to perform and/or the area in which they will be working.
- Special attention must be paid to rules regarding personal protective equipment, vehicle safety and general behaviour standards.
- The responsible staff member must ensure that school rules and regulations are followed. Breaches of local rules, in the first instance, should be brought to the attention of the commercial visitors, drivers etc. Repeated breaches must be reported to that person's employer.
- All school employees must be particularly alert with regard to children accompanying drivers or customers onto school premises. Accompanying children must remain inside the driver's vehicle at all times. Under no circumstances are accompanying children allowed to go into school buildings.

VISITORS:

Visitors are welcome at the School, and thus form an integral part of the life at Geraldton Grammar School.

Geraldton Grammar School and staff who are in control of workplaces have a duty of care to ensure the health and safety of visitors and other non-employees of Geraldton Grammar School.

Visitors Procedures:

- Visitors must report to the administration office in the first instance. They will be signed in and issued with a visitor's pass/lanyard, unless they are wearing an official company name badge. They must also be signed out and the pass returned to administration.
- Staff in control of a workplace must assess the health and safety risks and take appropriate steps to protect visitors and other non-employees from harm, such as:
 - 1 Preventing access to high risk areas, by locked doors or sign prohibiting entry to unauthorised persons.
 - 2 Providing proper access and entry facilities to authorised areas.
 - 3 Developing emergency procedures e.g. for crowd control, evacuation.
 - 4 Controlling standards of dress of students/visitors.

Note regarding children of visitors:

Children must be under the direct supervision of a responsible adult at all times whilst on school premises.

Notwithstanding the above, the school and staff must take every precaution to ensure the health and safety of any visitor to school premises.

Laboratories and workshops contain equipment that, if accessible, would be dangerous to children. In the interest of their safety, children are to be excluded from workshops, laboratories and special purpose classrooms where physical hazards to children are apparent and where there are no provisions or facilities that prevent their access to these hazards.

GERALDTON GRAMMAR SCHOOL SAFE VISITOR INFORMATION

- 1 While activities undertaken at Geraldton Grammar School are not inherently dangerous, industrial hazards are evident if adequate safeguards and precautions are not exercised. Visitors, including contractors and subcontractors, are to ensure that their business on these premises is undertaken in accordance with the requirements of the Workplace Health and Safety Act and Regulations and the following requirements;
- 2 **Security**
Visitors must report to the main administration office in the first instance.
- 3 **Parking**
Vehicles brought on site shall be parked in designated areas. No responsibility shall be accepted by Geraldton Grammar School for any damage incurred by a vehicle on site.

- 4 Smoking**
During normal school hours, Geraldton Grammar School is a smoke free zone. Therefore smoking or vaping including whether or not the e-cigarette contains nicotine, is not permitted on school property during this time.
- 5 Protective Equipment**
Appropriate protective clothing and footwear shall be worn in all areas.
- 6 Alcoholic Beverages, Narcotics, Fire Arms**
Unauthorised use of the above is forbidden.
- 7 Fire and Safety Equipment**
Fire and safety equipment is located at appropriate locations throughout this site. Fire and safety equipment shall not be used for any other purpose. In the event of fire all persons are to go to the assembly area indicated on the site plan.
- 8 Emergencies**
In the event of an accident a Geraldton Grammar School first aid officer must be advised. If an accident occurs outside of normal working hours, appropriate steps shall be taken to rectify the situation. If emergency assistance is required telephone 000 and state the nature of assistance required. When the situation is rectified, Geraldton Grammar School Business Manager shall be advised.
- 9 Defibrillator**
A defibrillator is located in administration and available to all personnel on campus if required.
- 10 Evacuation**
Should an evacuation occur whilst a visitor is on school premises, he/she must comply with the school's evacuation procedure. Evacuation maps are located in each building.
- 11 Telephones**
Telephones are located in the main administration building.