



VISITOR MANAGEMENT PROCEDURE

All visitors, other than drop off and pick up, to St Joseph's School must enter the school grounds through the Administration Office.

Visitors must sign in at the office if they are visiting leadership, assessing students, reviewing Practicum Placements, helping in the classrooms, helping in the canteen or completing work around the school, or for any other reason that means they are at the school for an extended amount of time. Each person must read the Community Code of Conduct and sign saying they have read it.

Visitors to our Kindy classroom who are helping must also sign in and out on the 'Contemporaneous Record' sheet just inside the Kindy door.

Visitors to Kindy in other roles like, but not limited to, supervision of Practicum Students, CEWA visitors, School Health Nurse must also sign in and out on the Contemporaneous Record sheet inside the Kindy door.

Regular volunteers and outside providers, like Speech and OT, who are working with children must complete Mandatory Reporting. A link to the online component will be sent to these individuals and the certificate of completion must be given to the Principal. This is an annual requirement. These volunteers and providers will also be given a copy of the Community Code of Conduct which must be retained after the signed sheet is removed and returned to the school.

Parents dropping off students late and picking up students early must sign their child in and out via the School Administration Office.