



# Timaru Christian School Procedures

## HS15 - Visitors

At various times the school may have parents, tradespeople, and staff from support agencies visiting the school. The following guidelines ensure the safety of everyone on the school site.

- All visitors to the site, except the parents of presently enrolled children, are asked to report to the school office and state their business. Non-custodial parents must also report to the office. (Under pandemic alert levels, all parents of enrolled students must sign in or scan the QR code when entering the office.)
- Health and safety requirements prohibit vehicles from entering areas of the school where children may be present and vehicles would not usually be expected. If it is necessary to access these areas a vehicle must have an adult escort walking before it. The walking adult scans for children and restricts the vehicle's speed to walking pace. Cars must be driven slowly and carefully in driveways and car parks.
- All staff members monitor visitors to the school, and report any strange behaviour by adults on site to the principal.
- In the event of an evacuation, staff members carefully check each building to ensure that all rooms and spaces are empty.
- All non-teaching staff and contractors employed on site who have, or are likely to have, unsupervised access to students during normal school hours are cleared by police vet. They must show their Health and Safety Policy and Child Protection Policy to the Principal prior to work being carried out.

It is the school's preference for contractors to visit/work on site after school hours or during school holidays.

The definition of unsupervised access, as defined in the Education Act, is as follows:

Unsupervised access to students, in relation to a school, means access to any student on the school's premises that is not access by, or supervised by, or otherwise observed by, or able to be directed (if necessary) by, any one or more of the following:

- a registered teacher or holder of a limited authority to teach
- an employee of the school on whom a satisfactory Police vet has been conducted within the last 3 years
- a parent of the student.