



## **VISITORS TO SCHOOL PROCEDURE**

### **RATIONALE:**

Visitors are welcome to school as an integral part of the school's open and public function.

### **GUIDELINES:**

1. Teachers are welcome to invite visitors to school for a particular purpose provided that the Principal is informed in advance.
2. The person who invites the visitor(s) has the responsibility for introductions to the Principal, Staff, students and/or Board. Formal greetings are vital to good public relations.
3. Introductions at morning tea gatherings are essential and are to be undertaken by the host teacher, DP or Principal.
4. Arrangements can be made with the Principal for a small koha, if appropriate for the visitor's service.
5. All visitors need to sign the "Visitors Book" in the school office and should sign out before leaving the school.
6. **POLICE IN THE SCHOOL**  
The Police Education Officer is able to assist teachers with specific programmes upon request. These include Road Safety, D.A.R.E., Kia Kaha, etc.  
**All other police involvement at the school must be requested and approved by the Principal.**

### **CONCLUSION:**

It is vital to ensure that all visitors are suitably acknowledged and feel comfortable as being involved in the school.

**Review Responsibility: *Principal, DP, & OM***

**Date confirmed:** 9 November 2020

**Principal:** *Karla Mitchell*