



NELSON COLLEGE FOR GIRLS

Te Kura Tamawāhine o Whakatū

Nelson College for Girls Procedure Visitors to the School

Background

Students and staff are entitled to a safe educational environment. While the vast majority of visitors to the school present no risk, it is important to ensure that we know at any time who is on school grounds.

The Purpose of these procedures is

1. To ensure that we know at all times who is on school grounds.
2. To keep students and staff safe at all times.
3. To be able to account for all people on site in the event of an emergency.

Procedures

1. All visitors must sign in electronically at Reception. They must sign out at the end of their visit.
2. All visitors will be given a Visitors' lanyard to wear, if they are going to go beyond Reception.
3. Any individuals found on the school grounds or within buildings, without a visitor's lanyard, **will** be escorted to Reception by a staff member.
4. If the visitor needs to see a particular person, the Receptionist will contact that person and ask them to meet the visitor at Reception.
5. If the visitor has something that needs to be delivered to a student or staff member, then this will be organised by Reception.
6. The Receptionist will be mindful of accessing confidential information on KAMAR if a person wishes to see a student. If there are any doubts, then a member of the Senior Leadership Team will be called (see Court Orders Procedure).

Conclusion

These procedures should ensure that we maintain a safe environment for our students and staff.

Supporting Policy: OP8 Health and Safety

Review Schedule: Triennial

Review Date: September 2022

Responsibly: SLT