

TARRINGTON LUTHERAN SCHOOL

VISITOR AND CLASSROOM HELPER CODE OF CONDUCT POLICY

PURPOSE

The School recognises the valuable role parents and visitors play in the life of the School, and therefore cordially welcomes visitors and encourages parent involvement within the school.

The School however is committed to providing parents, students, visitors and members of the community an environment, in which reasonable foreseeable risks are controlled.

A visitors code of conduct therefore ensures that the school is a safe place, in accordance with the Lutheran Church of Australia's Policy, therefore:

- Visitors, parent and community members do not have the freedom of the school building and should not assume the liberty of entering classrooms or areas at the school site key to student activities, without invitation
- Clear signage at the entrance of the school will indicate the 'visitor procedure'
- Guided tours for visitors will be arranged
- Visitors need to consult with staff before any student is engaged in formal discussion, i.e the school encourages students to be courteous and helpful to visitors, but not engage in any other matter without staff approval.

IMPLEMENTATION

All visitors, including parent helpers within the classroom, must:

- a) report to the office upon arrival
- b) sign the visitor register and record time of arrival **or**
sign the classroom helper register and record time of arrival
- c) wear a visitor's badge while on the premises
- d) return to the office upon departure to record time of leaving
- e) abide by the school rules and work under the instruction of the Principal and staff members
- f) follow staff direction in the case of critical incidents or practice, such as evacuation or containment procedures.