

# Rangiora High School Board of Trustees



## Others in the Workplace Procedural Policy

### Rationale

The Rangiora High School Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The principal must be informed of any interviews of students by visitors from outside agencies.

### Purpose

1. To identify all visitors to the school.
2. To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

### Guidelines

1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked.
2. On reporting to the office, visitors are requested to sign in on the Vistab which will record the date and time of their arrival and print a visitor's label to be worn while the visitor is on the school grounds.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or her delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. The Principal must approve any non-workers attendance at school with the exception of parent helpers.
7. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).
8. Visitors to the school receive brief / summary of workplace evacuation and Health and Safety procedures to carry with them while on site.

## Related Policies

- RHS Health and Safety Policy
- RHS Procedural Policy: Worker Participation
- RHS Procedural Policy: Risk management
- RHS Procedural Policy: Induction, training and information
- RHS Procedural Policy: Personal protective equipment

## Documentation

- [Health and Safety Practical Guide for Boards of Trustees and School Leaders](#)
- Rangiora High School Staff Handbook

<b>Date of Review</b>	24 June 20
<b>Date of Next Review</b>	June 2023
<b>Adopted by BOT</b>	<b>March 18</b>