

**FARM COVE INTERMEDIATE SCHOOL
VISITORS TO THE SCHOOL
NAG 5 - PROCEDURE**

PROCEDURE

It is important to take necessary precautions to protect staff, students and property during the school day.

At Farm Cove there is a system of check in and check out and the following guidelines must be followed.

Visitors to the school

- Must report to the office in the first instance.
- Entry and exit forms will be completed and sighted by office staff.
- All visitors will be expected to wear an identification label throughout their visit.
- Exceptions to above will be PHN, GSE, RTLB, NZ Police, NZ Fire Dept who all have their own identification badges.

Students

- All students must sign in if they are late.
- All students must be signed out by their parent/guardian or delegated adult if they leave the school during the day.

Staff

- All staff must sign out and in if they leave the school during the school day.

Responsibilities

- Staff should challenge any unidentified person on the school site and direct them to the office.
- When directing to the office the ideal would be to accompany them or send two students to “show them the way” to the office.
- If resistance is met or the person leaves the grounds, notify the office immediately.
- **Do not** leave valuables in or around unsecured areas. It is preferable to leave money and valuables locked in the boot of your car.
- Encourage students to report to a staff member any sightings of unauthorised persons within the school site. This includes past students or known adults.
- When making appointments with parents try to make 4.00 pm the latest time and ask parent to check in. Where this is not possible, let office know the time of the appointment and the name of the parent.