

Visitors to Schools

Category	Health and Safety		
Subject	Visitors to Schools		
Adopted		Revised	April 15, 2016
Policies Used / Referenced	6-760; 10-756		

Policy Statement

Anglophone South School District recognizes its responsibility to ensure the personal safety and well-being of all students and personnel, and it seeks to keep them safe from unauthorized or unwarranted contact by non-school personal. The District requires adherence to a procedure where all visitors to schools have to register with the school office upon arrival.

Definition of a Visitor: Adults conducting occasional business, guest speakers or parent/guardians picking up or dropping off students during instructional time, and District staff.

Procedures

1. The Principal shall ensure the posting of appropriate notices concerning visitor and vehicle activity on the grounds or visitors in the school.
2. All visitors entering a school shall report to the School office upon arrival.
3. A log shall be maintained at the School office for visitors to sign in and sign out.
4. All visitors shall be issued a "Visitor's Badge" to wear during their stay at the school. The badge must be returned to the school office during sign out.
5. The Principal shall ensure that procedures for the reporting of, and dealing with, unwarranted intrusions are established and are well known to staff and students.
6. If staff see a visitor in the school without a badge, they may stop the person to ask if they have signed in and who they are looking for.

Reference

