



# VISITORS, VOLUNTEERS, CONTRACTORS

**Please report to the school office to sign in as a visitor, volunteer or contractor and collect your visitor's badge.**

**IMPORTANT**: Your signature in the book indicates acceptance of the following conditions.

## **CONDITIONS OF ENTRY TO THE SCHOOL**

All visitors and contractors must:

- Follow appropriate safety procedures to protect themselves and others.
- Conduct themselves toward students in a manner consistent with the Department of Education and Communities' responsibilities and community expectations.
- Complete a '*Working With Children Check*' form and abide by the Child Protection (Prohibited Employment) Act 1998. (Applies to contractors, volunteers and parent helpers)
- Report all emergencies, injuries and safety concerns to the office.
- **Proceed to the INFANTS PLAYGROUND should there be an emergency/drill in the school (indicated by continuous ringing of the school bell). TBA**
- Minimise noise in consideration of the operation of classes.
- Refrain from smoking in the school grounds.