



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:

- Display their visitor's badge at all times.
- Follow appropriate safety procedures to protect themselves and others.
- Conduct themselves toward students in a manner consistent with the Department of Education 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 in the school (indicated by continuous ringing of the school bell).
- Minimise noise in consideration of the operation of classes.
- Refrain from smoking in the school grounds.