



Bambara Primary School

Adults on School Grounds Policy 2013

Rationale:

The school has a Duty of Care to ensure that all adults on grounds during school times are accounted for and are there for the correct identified purposes.

Purpose:

A simple set of guidelines about adults being on site during school times that is understood by staff, students, parents and visitors.

Broad Guidelines:

All adults on the school site during the school day should have identification as to why they are on site, excluding those times when whole groups of adults are being asked to attend the school's premises.

Staff should be wearing their school badge.

Visiting staff should sign in at the office and receive a visiting teacher's badge.

Parents helping out in the classrooms should have the correct identification sticker/badge.

Parents coming to take a student out of class should sign in at the office and receive a slip from the office to give to the classroom teacher.

Visitors to the school should go to the office and ask for a visitor's identification sticker.

Sub Contractors and Trades People included.

Visitors should be directed to the office. .

Any staff member noticing an adult on grounds without the correct identification should enquire, and if needed, direct the person to office. If they refuse to follow the request, the administration should be notified.

Conclusion:

It is everyone's responsibility to consistently enforce this Policy to ensure the safety of all the students and staff at our school.

Updated March 2012

Revised 2013 S.Smith