



## Procedure Glendowie School

### VISITORS TO SCHOOL & ACCESS TO STUDENTS PROCEDURE

#### **GUIDELINES FOR VISITORS TO SCHOOL:**

- All visitors must check in at the office before being directed to another area of the school.
- Verified visitors must sign the visitor's book before going to a classroom, stating name, time at school, organization belonging to, purpose of visit.
- The Office will then decide whether the visitor may go to the classroom or the child will be sent for.
- Classroom teachers will advise the Principal in advance of any visitors(s) going to be on site.
- Parents/caregivers dropping off belongings for their child, must do so through the office Refer to: *Corresponding with Students via the School Policy*.
- Parents/caregivers must sign the school 'Leaving the School Ground' slip for taking their child out of school – a letter would also be acceptable. These letters will be stored in the office until the end of the year.
- All visitors to the school must follow school policy guidelines – they are also expected to respect the 'I Care' policy and management decision while on site. Appropriate behaviour and language is required at all times.
- Relieving teacher kits will have details as above and of children who have custody orders.

### CUSTODY AND ACCESS

#### **GUIDELINES FOR CUSTODY AND ACCESS TO STUDENTS:**

- A custody file (red) is kept in the Office — see details.
- The school will comply with legal requirements
- Parents, guardian or care-givers, who are legally entitled, may have access to students, provided that the office is informed beforehand, and provided the access does not negatively affect the student's schooling.
- Where there has been a court order determining legal custody and rights of access, parents, guardians or care-givers are required to inform the school.
- Solicitors representing students may have reasonable access, provided identification and authority are provided.
- Officers of the Children's and Young Persons Support Services may have reasonable access to students provided identification is provided and reasonable cause is established with the Principal or the Deputy Principal.
- In cases where custody and access have been determined by law, people requiring access to students, must show the written authority to the Principal or Deputy Principal.
- This school affirms the right of bona fide guardians and parents, whether or not they are domiciled with the students, access to appropriate school reports and interviews. Where guardians are living separately, copies of the school's written reports on the student's achievements and progress will be supplied if requested.
- The school's Principal has the right to determine whether interested people may be offered separate interviews.
- The issue of access is confidential to the Principal and staff.
- Relieving teacher kits will have identified names of children who have custody orders.

## REFERENCES

- Refer to Custodial Arrangements for Students Procedures

Approved

September 2008

Reviewed Board Meeting 17/05/2016



Chairpersons Signature --

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