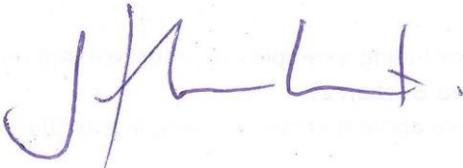




OTHERS IN THE WORKPLACE POLICY 2021

Signed By:	James Herbert  <hr/> Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 4 October 2024
Next Review Date:	Term 4 October 2024
Review Cycle:	Every three years (maximum)

This policy should be read in conjunction with the [Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders](#) which clearly outlines Health and Safety responsibilities.

Rationale

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The principal must be informed of any interviews of students by visitors from outside agencies.

Waikato Waldorf School
...developing the whole child



Purpose:

- To identify all visitors to the school.
- To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
- To provide clear guidelines on identifying visitors.

Process:

- Signs requesting visitors to report to the school office are posted around the school and the administration block is clearly marked.
- On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitor's label to wear while on the school grounds.
- Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or his delegated representative.
- Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
- School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
- The principal must approve any non-workers attendance at school with the exception of parent helpers.
- Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).

Approval:

When the board approved this policy it agreed that no variations of this policy or amendments to it could be made, except with the majority approval of the board.

Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.