



ST COLUMBA'S

PRIMARY SCHOOL WILSTON

SCHOOL POLICY

VISITORS

Policy Statement

At St Columba's, we value the involvement of parents, caregivers, and visitors in our school community. Our visitors policy is in place to ensure the safety and security of all children under our care, especially during emergency situations.

During regularly scheduled school hours, all visitors must report to the school office, sign in electronically, and obtain a visitor's sticker to be prominently displayed throughout their visit.

Any unfamiliar individuals on the school grounds without a visitor's sticker should be approached by employees or parents/caregivers. They should offer assistance and escort the individual to the office for electronic sign-in, unless met with resistance. In such cases, immediate reporting to the office is necessary.

The Principal holds the authority to remove any person disrupting educational activities, disturbing staff or students, or engaging in illegal activities. Law enforcement may be contacted if deemed necessary by the Principal.

All visitors must sign out electronically at the office upon concluding their visit.

It is mandatory for all volunteers to complete training in compliance with Brisbane Catholic Education guidelines. Details can be found on the BCE policies tab on the school website homepage.

Enforcement and Compliance

This policy is enforced to uphold the safety standards of our school community. Compliance is expected from all parents, staff, visitors and volunteers to ensure the well-being of our students and staff.

Review and Adoption

This policy is effective immediately upon adoption by the school administration and will be reviewed periodically to ensure its alignment with safety protocols and regulatory guidelines. Any necessary revisions will be communicated to all stakeholders promptly.

Approval and Review Details

Approval and Review			
Prepared By	Parent Representatives, WHSO Peter Maynard and School Principal Andrew Oberthur.		
Approved By	School Leadership Team		
Endorsed By	St Columba's School Board	Date:	April 2024
Next Review Date	April 2027		