

Visitors to the school

Rationale

West Park School has a responsibility to ensure that no visitor to the school is harmed or causes harm to others.

Guidelines

- All visitors to the school (except parents doing pick-ups and drop offs of their children) need to sign in at the school office when they arrive and sign out as they leave
- Discretion will be applied to regular visitors dropping off or picking up goods from school, eg couriers.
- All visitors will be advised of the school's emergency evacuation procedures and assembly points.
- Contractors working at the school will be advised of any significant hazards which might not arise during the ordinary course of events.
- Contractors working at the school during school hours will be required to undergo police vetting as part of the acceptance of their contract.

Reviewed: DECEMBER 2020