



# KATHERINE HIGH SCHOOL

## VISITORS AND SAFETY POLICY AND PROCEDURES

### Rationale

Ensuring the safety of students and staff attending Katherine High School is of paramount importance and thus all visitors need to be identified and authorised. The regulation of visitors on school premises must only occur to maintain the good order of the school and in particular to ensure the safety and welfare of persons on the school premises and to prevent or minimise damage to property that comprises or is located at the school premises.

### Policy Statement

All persons on the premises of a school other than current students and members of the staff of that school are considered to be visitors to the school. The principal has primary responsibility for regulating the conduct of visitors on school premises and must ensure the safety and welfare of staff and students on school premises by employing protective behaviours.

#### • **Protective behaviours**

- All staff members are required to wear identification badges during the day.
- All visitors are to report to the front office where they will identify themselves, sign in and be provided with a visitor's badge. They will sign out and return the badges on leaving.
- Persons who are not NTDEET employees or parents/guardians but who do require access to the school (for example tradespersons and visiting artists and instructors) will complete a confidential declaration form.
- The police will be contacted immediately if an incident occurs that involves threats of or actual violence to persons on the school premises.

#### • Confidential Screen Form for Visitors

In 1997 the Department of Employment, Education and Training joined other Australian states to implement the *National Strategy in Schools for the Prevention of Paedophilia and Other Forms of Child Abuse*. A Confidential Declaration [see attachment] for visitors to schools to complete is designed to help with this strategy.

Unless statutory obligations require otherwise the information on the completed form will not be used without the consent of the author for any purpose other than in relation to entry onto the school premises and will be treated with the utmost confidentiality at all times.

#### • **Instructions to visitors**

The school encourages the community use of school facilities and visitors should feel welcomed. The principal may assist visitors in their movements on school premises by providing them with general information or instructions. Where the principal makes directions that apply to visitors generally it will be in writing and publicly displayed. Where the principal or delegate makes a direction to a specific person it may be made either orally or in writing.

If the principal or delegate gives a verbal order for a person to leave the school premises and the person does not leave the premises the principal or delegate will confirm the verbal order in writing. Any failure to comply with a direction from the principal or delegate will be recorded in writing. The record of a failure to comply will include:

- i) whether the non-compliance is related to a general or specific direction
- ii) the circumstances surrounding the incident together with details of participants and witnesses to the incident.

The principal or delegate will exercise discretion in determining whether to refer a matter of non-compliance to the local police. Before any such referral the principal or delegate will communicate in writing to the person who is the subject to the referral:

- i) details of all incidents in which that person has not complied with directions
- ii) a warning that any further non-compliance with directions will be referred to the police.

When referring the matter to the local police the principal or delegate will provide the police with copies of all notes, witness reports and correspondence relating to all incidents in which that person has not complied with directions.

- **Orders to leave the school premises**

The principal or delegate must order a person to leave the school premises if the principal or delegate reasonably suspects that the person:

- i) has committed or is about to commit an offence at the school premises
- ii) has used or is about to use threatening, abusive or insulting language, or threatening or violent behaviour towards any person on the school premises
- iii) has otherwise disrupted or is about to disrupt good order on the school premises
- iv) has brought onto school premises an item that is likely to disrupt good order on the school premises, adversely affect the safety or welfare of persons on the school premises and/or cause damage to property that comprises or is located at the school premises
- v) does not have good reason to be on the premises or a particular part of the premises at the particular time.

- **Trespass Notices**

The *Trespass Act* (NT) is intended to deal with people who enter school premises unlawfully or without authorisation, justification or excuse. If a person needs to be banned from the school premises then a trespass notice will be issued as a last resort.

This policy was last ratified by School Council in....

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