

| ADMINISTRATIVE PROCEDURES | |
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| Administrative Procedure Section HEALTH AND SAFETY | Policy Number 411 |
| Administrative Procedure Number AP-HS-411 | Page 1 of 3 |

ADMINISTRATIVE PROCEDURE TITLE

Visitors to Schools

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 The principal or designate will ensure that all visitors are familiar with safety procedures specific to the building and grounds that they are in.
- 1.2 All schools will have signage that directs all visitors to initially start their visit at the school front office.
- 1.3 The principal or designate will ensure that a Visitor's Book is available in the main office for all visitors to sign in and out. The Visitor's Book will indicate the date, time, and purpose of each visit.
- 1.4 The principal or designate will ensure that all visitors sign in and out of the building, using the Visitor's Book.
- 1.5 The principal or designate will distribute a form of identification (badge, button) to identify each visitor to the building and grounds. The identification badge/button will designate the role of each visitor in the building and grounds. The badge/button shall be worn and visible to the school community for the duration of the visit.
- 1.6 The principal or designate will ensure that all visitors are screened for appropriate access to staff and students. This may include referring to Maplewood or the OSR for special custody notes.
- 1.7 The principal or designate will not allow any visitor in the building and grounds who, in the judgement of the principal, may endanger the safety of staff or students.

2.0 TERMS AND DEFINITIONS

2.1 VISITOR

As defined by the Education Act, a visitor can be:

- (a) A parent or guardian of a child attending a Roman Catholic school and a member of the board that operates the school may visit the school.
- (b) A member of the Assembly may visit a Roman Catholic school in the member's constituency.
- (c) A member of the clergy of the Roman Catholic Church may visit a Roman Catholic school in the area where the member has pastoral charge.

2.2 GUEST

A guest is any person who is not a regular member of the permanent staff.

3.0 REFERENCES/RELATED DOCUMENTS

Education Act, Part X, Section 265.ss 1 (n)
Education Act, Part II, Section 53 (1-3)
Regulation 298, Section 11.ss 19
Municipal Freedom of Information and Protection of Privacy Act

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FAC-101, Community Use of Board Facilities
AP-HS-403, Emergency Preparedness
AP-PRC-707, Volunteers in Our Schools
AP-PRC-709, Safe Schools - Code of Conduct

5.0 RELATED FORMS

Volunteer Forms

Plant 1, Community Use of Board Facilities - General Application for Permit

Plant 2, Community Use of Board Facilities - Assumption of Responsibility
(Borrowed Equipment)

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

April 2014

7.0 APPROVED BY BOARD

April 28, 2009

8.0 EFFECTIVE DATE

April 28, 2009

9.0 REVIEW BY

Student Success Services

10.0 LAST REVISION DATE