



## BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**VISITORS TO  
SCHOOLS**

ADMINISTRATIVE PROCEDURE  
NUMBER

**902 (NEW)  
411 (OLD)**

*Directional Policy*

**900 – Safe and Accepting Schools**

### **TITLE OF ADMINISTRATIVE PROCEDURE:**

Visitors to Schools

### **DATE APPROVED:**

May 26, 2020

### **PROJECTED REVIEW DATE:**

May 2025

### **DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the [Safe and Accepting Schools Directional Policy - 900](#) by ensuring our schools are welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environments, rooted in the teachings of the Gospel.

### **ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Visitors to Schools Administrative Procedure supports our Mission to educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body, and spirit of all.

The Board is committed to providing a welcoming school environment for visitors and a safe learning environment for all students and staff.



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board's Visitors to Schools Administrative Procedure provides direction to administrators to develop processes for managing visitors to schools for the protection of our students and staff. These procedures apply to all visitors while on school property.

To facilitate a welcoming and safe environment, each school will:

- have signage that directs all visitors to start their visit at the school main office;
- have a Visitor's Book 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; and
- have a form of identification (badge, button) that will identify each visitor to the building and grounds. The identification badge/button will designate the role of each visitor. The badge/button shall be worn and visible to the school community for the duration of the visit.

## RESPONSIBILITIES:

**The Board of Trustees is responsible for:**

- ensuring alignment with the Safe and Accepting Schools Directional Policy; and
- reviewing the Visitors to Schools Administrative Procedure as part of its regular policy and procedures review cycle.

**The Director of Education is responsible for:**

- designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

**Superintendent of Safe Schools is responsible for:**

- reviewing and revising this administrative procedure as necessary.

**Superintendent of Schools are responsible for:**

- supporting principals in the implementation of this administrative procedure.

**Principals are responsible for:**

- ensuring that all visitors are familiar with safety procedures specific to the building and grounds;
- maintaining a visitor's book in the school and ensuring that all visitors sign in and out of the building;
- ensuring that all visitors wear a badge/button and that it is visible to the school community for the duration of the visit;
- ensuring that all visitors are screened for appropriate access to staff and students. This may include referring to Maplewood or the Ontario Student Record (OSR) for special custody notes;
- ensuring all visitors to schools procedures are widely circulated and publicized within the school, and in the school community, at the beginning of the school year; and
- refusing to admit to the school, a person whose presence in the school would, in the principal's judgement, be detrimental to anyone in the school.

**Teachers and Staff are responsible for:**

- supporting the implementation of this Administrative Procedure;
- redirecting to the main office, an individual in the school that is found to be on the property without proper identification; and
- informing the principal if they have knowledge of any person not being suitable as a visitor.

**Visitors are responsible for:**

- reporting to the main office immediately upon arrival;
- sharing the purpose and location of their visit with the principal or his or her designate;
- signing in and out of the Visitor's Book
- wearing the badge/button provided for the duration of the visit;
- respecting and following the school's procedures; and
- being respectful and demonstrating appropriate conduct while on Board property.

**PROGRESS INDICATORS:**

- Schools develop and implement processes for managing visitors to schools;
- Visitors to Schools Program procedures are communicated throughout the school community;
- Schools provide a welcoming school environment for visitors; and
- Schools provide a safe learning environment for all students and staff.

**DEFINITIONS:**

**Visitor** - a visitor can be:

- a) a parent, guardian, or family member of a child attending a Roman Catholic school;
- b) a member of the board that operates the school;
- c) a member of the Legislature in the member's constituency, with prior approval of the board
- d) a member of the clergy of the Roman Catholic Church in the area where the member has pastoral charge; or
- e) any other person who is not on the current staff register for the school.

**REFERENCES:**

[Education Act](#)

Part II.1, Section 50 (1-3)

Part X, Section 265 (M-N)

[Ontario Regulation 298](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[AP 601, Community Use of Board Facilities](#)

[AP 403, Emergency Management and Business Continuity Program](#)

[AP 707, Volunteers in Our Schools](#)

[AP 909, Code of Conduct](#)