Paraparaumu School Board

**Visitors Policy**

**Purpose**

Paraparaumu School,works towards limited disruption to daily school programmes and students' learning. Parents are encouraged to contact or visit the School Office during breaks and lunchtime.

**Scope**

Any parent, guardian or person seeking contact with a student in school hours must follow this policy. Visitors to the school may include parents, tradespeople, staff from support agencies and/or people on school-related business.

**Visitors report to the School Office**

All visitors must go directly to the School Office and, if entering the school grounds for a meeting, sign in electronically.

**Guidelines for the safety of everyone on school grounds**

1. School signage directs visitors to report to the School Office.
2. Except for parents or guardians of current students, all visitors must report to the School Office.
3. Staff members monitor visitors and will report any concerns to management.
4. In an evacuation, staff will carefully check each building to ensure all rooms and spaces are empty.

All visitors to the School, including parents, are expected to comply with the School’s Smokefree and Alcohol /Drugs and Harmful Substances Policies.

Visitors may not wear gang insignia on school grounds. Anyone wearing gang insignia on school grounds will be asked to leave. If they refuse to leave, the police will be called to the school.

**Uninterrupted learning**

We believe teaching and learning should not be disrupted by unnecessary communication during the day (e.g. texts, social media, phone calls, or email). Personal emails to any studentat schoolfrom someone subject to a court order or other legal restriction is not appropriate. In these situations, staff will question such communication and/or take steps to prevent further contact if deemed necessary, after consulting the Principal.

**Parental contact rights**

Any parent, guardian or person seeking contact with a studentduring school hours must follow this policy. If any staff member has concerns about any person seeking contact with a student while at school e.g. doubts their identity, good faith or legal rights, they should:

1. contact the parent and any guardian or a third party, to ascertain the person's identity and contact rights.
2. ask to see any agreement or court order (if not already held by the school), or contact the person's solicitor, if the person claims contact under a parenting order. If the order says "reasonable contact" then the schoolmay refuse contact until after school hours so that the running of the school is not unnecessarily disrupted, nor the child’s schooling inhibited.
3. deny unrestricted contact with the student, especially if it is suspected the person may remove the student from school and act as necessary to protect the welfare of the student, including contacting third parties such as the police.
4. supervise the meeting with the student, if appropriate.
5. use professional judgement, with the student's welfare as the paramount consideration.

In the event of any unforeseen situation, the School Board or Principal may implement a safety plan that overrides this policy.

**Police vetting of non-teaching staff and contractors**

All non-teaching staff and contractors employed on site who have, or are likely to have, unsupervised access to students during normal school hours must be cleared by a police vet. For further information, refer to the Procedures for Contractors.

**Vehicles**

Health and safety requirements prohibit vehicles from entering areas of the school where students may be present and vehicles would not usually be expected. If it is necessary to access these areas a vehicle must have an adult escort walking before it.

1. The walking adult scans for students / restricts vehicle speed to walking pace.
2. Vehicles must be driven slowly and carefully in driveways and car parks.
3. Students are made aware of the potential hazards presented by school driveways and car parks.