# Policy No. OP8

# Policy Name: Child Protection Policy

# Procedures for: Visitors and Intruders

# Date adopted: 5 March 2018

Purpose

To ensure all visitors to the school sign in at the office and unidentified persons are exited from the school property.

Procedures

* All visitors to the school must first visit the office and sign in
* All visitors to the school must wear a clearly visible lanyard at all times
* Any person found to be walking the school grounds without a lanyard will be politely asked to check into the office
* Any person refusing to do so will be monitored by a staff member until the community constable arrives. Children will be kept away from this unknown person
* If an unknown person is in the school grounds and is showing behaviour of concern the school will go into lockdown until police arrive

Key relevant documents

Further information including frequently asked questions (FAQ’s) are available on the NZSTA website [nzsta.org.nz](http://www.nzsta.org.nz/)

Ministry of Education website [education.govt.nz](http://www.education.govt.nz/)

https://www.education.govt.nz/assets/Documents/Primary-Secondary/Property/Day-to-day-management/Risk-management-planning-tool-printable.pdf