LITHTGOW PUBLIC SCHOOL
Courtesy and Courage

Lithgow Public School Visitors Policy

At Lithgow Public we have recently updated our Visitors Policy.

For your information we have included key aspects of the policy which directly affect parent and carer visitors to our school. The policy has been updated in line with Work Health and Safety guidelines to account for all visitors in the school in the event of an emergency.

We request that:

- All visitors on arrival at school should report to the office so that staff are aware of their presence in the school. Signage to welcome and direct visitors to the office will be displayed prominently.

- All visitors should sign a visitors’ book and wear a Visitor sticker, or if applicable, their organisation’s identification badge. The school visitors’ book should include details such as the date, time of arrival, name, purpose of visit, contact details and time of departure.

- Staff and students should be aware of the school’s visitor management strategies and should direct or accompany any person without a visitor’s badge to the office.

- All volunteers in the school, even regulars, should sign in at the office when they arrive.

- Parents/carers/adults are not to approach a child in the playground. If you need to see your child at Recess or Lunch you are still required to come to the office and your child will be asked to come to you. For child safety reasons adults (other than DET staff) are not allowed to be in the playground.

- Before leaving the school visitors are requested to sign-out. This assists us to ensure all personnel of the school’s premises are safe in the event of an emergency.

We would also like to remind parents and caregivers wishing to meet with the Principal or another staff member that they need to arrange an appointment prior to their arrival at the school.

Thank you for your assistance in assisting us to create a happy and safe school.

Kind regards

Vicki O’Rourke
Principal (Rel)