



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 3 - Policy and Procedure

Visitors to the School

Rationale

It is important that we are aware of who is on our school grounds so that the safety and wellbeing of staff and students are not compromised. From time to time parents, caregivers, whānau or other members of the community may need to visit the school in order to:

- Discuss the progress or welfare of their child.
- Express concerns about actions of other students.
- Enquire about school policy or practice.
- Give a message, or drop off a necessary item.
- Bring a student into school if they are late.
- Collect a student from school and take them off site.
- Return a student to school after taking them off site.
- Work with a student to support their learning.
- Meet with a student or staff member to discuss an issue.
- Support the school with any programmes or initiatives.

Guidelines

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere. The expectations of the school are:

- No parent, caregiver, whānau member or member of the public or school community will directly approach another person's child at school.
- The school will deal with issues between students as part of the school's Behaviour Management policy.
- If a parent, caregiver or whānau member has a concern about anything to do with someone else's child, they must organise a time to talk with the appropriate school staff about it.
- Parents, caregivers, whānau, and visitors are expected to:
 - Treat all persons associated with the school with respect and courtesy.
 - Make an appointment with the appropriate staff members to arrange a meeting to discuss the issue.
 - Allow staff to supervise, investigate and manage students without interference.
- Behaviour in the presence of students, staff, parents, caregivers and whānau to the school that causes alarm or concern includes:
 - Use of offensive language in the presence of students. For example: swearing, put-downs and name calling.
 - Accusing someone else's child of something when their parent, caregiver or whānau is not there.
 - Speaking angrily or in a threatening manner to some one else's child.



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

By following these guidelines, problems will be resolved as soon as possible to ensure a safe and harmonious school environment is maintained.

Visits from Parents, Caregivers and Whānau

- On arrival, parents, caregivers and whānau are required to sign in at the school office and explain the purpose of their visit. They will be guided to where they need to go by a staff member.
- On completion of their visit, parents, caregivers and whānau must sign out at the school office before leaving the school.
- If the school holds legal paperwork regarding visitation or parenting orders for students, the school will restrict access to these students and not allow the people stated in their paperwork to see them. The school will record the visit and notify the necessary lawyers and the New Zealand Police.
- If a parent, caregiver or whānau member asks to use a toilet, they will be guided by a staff member as to which toilet they will use.

Visits from External Education Supports, Outside Agencies, Police and Lawyers

- We require prior notification of the visit to ensure the student and/or staff member are present and available.
- In some circumstances parents, caregivers and whānau need to be informed the visit will be taking place prior to it happening, and permission may need to be given.
- In some circumstances we need to make parents, caregivers and whānau aware the visit has taken place.

Visits from Contractors and Tradesmen

- Contractors and Tradesmen working on school property will need to have a prior site meeting to understand school procedures.
- Contractors and Tradesmen are required to sign in at the school office each day and meet all necessary and appropriate Health and Safety requirements.
- Contractors and Tradesmen are required to be police vetted prior to entering the school.

Visitors are an important part of school life and must be managed with integrity.

Signed:  Principal

Signed:  BOT Chairperson

Reviewed: Term 2, 2022

Review date: Term 2, 2025