



## Visitor Seeking Access to Students Policy

### Goal:

The goal of this policy is to have an active policy to ensure the emotional and physical safety of the Hagley College student community in response to visitors seeking access to students in the College.

### Purpose:

The Board of Trustees is committed to ensuring the physical and emotional safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice. This includes the safety of our students in regard to visitors to the College.

Our priority as a College is that Hagley is a place of learning. We prioritise the implementation of a teaching and learning programme and when in our care and therefore engaged in their timetabled programme students should be able to work without interruption. Therefore, meetings parents and caregivers may wish to arrange with students should be scheduled outside of school hours and not on the school site.

### Related procedures:

1. All visitors to the College (including parents of students) must report to the main reception area, state the purpose of their visit, and must follow the instructions of staff.
2. If the purpose of the visit is to meet with a student, the visitor will be reminded of our priority above to have an uninterrupted programme for students and request that the visitor arranges the meeting outside the school day.
3. Should the visitor still request an opportunity to meet with the student, the receptionist will check the student management system for any notes and inform a member of the Senior Leadership Team. The Senior Leader will check with the visitor about the reason for the request for a meeting.
4. The visitor will remain at Reception while the Senior Leader (1) meets with the student to ascertain that the student is happy to meet with the visitor, or to obtain parent permission as appropriate. Visitors are not permitted to walk around the College looking for students.
5. If the student is prepared to meet the visitor, a Senior Leader will accompany the student to reception and arrange a suitable meeting space. The Senior Leader may stay in support of the student if that is what the student wishes.
6. The student has the right to decline to meet with a visitor during the school day. If the student does not wish to meet the visitor, the Senior Leader will inform the visitor of this decision. The visitor should then leave the College.

(1) – A Senior Manager may include the Principal, Deputy Principal, Director of Students and/or a member of the Guidance Team.

**Related Policies:** Hagley College Health and Safety Policy, Hagley College Child Protection Policy

Approved by:  \_\_\_\_\_

Designation:       BOT Chairperson      

Date Approved: \_\_\_\_\_ 3 November 2020 \_\_\_\_\_

Review Date: \_\_\_\_\_ November 2022 \_\_\_\_\_