Visitors to the School Policy

Visitors to Rosary Primary School generally belong to following groups:

- **Volunteers** – persons authorised by the school to undertake work for or to provide service to the community and include:
  - parents and other members of the school and parish community assisting at the school with reading, art/craft and gross-motor activities or any other form of classroom support
  - parents who assist with supervision on day or overnight excursions
  - parents and other members of the community assisting with the canteen
  - coaches or managers of those sporting teams which come under the umbrella of Rosary School.

- **Casual Staff** - persons employed by the school for short periods

- **Contractors** – persons who have a contract with the school to perform work on a long term basis. Examples could include ground maintenance, building / renovation projects.

- **Service Providers** – appointed to perform work or provide services to the school on a medium term or semi-regular basis. Examples could include electricians, plumbers.

- **Visitors** – official visitors to the school who come to fulfil internal school or external organisational purposes that are authorised by the school. Examples of official visitors could include health workers, external consultants, sports organisations, musical or theatre groups and other presenters who work with children in groups.
Procedures for Visitors

All visitors to Rosary Primary School during school must sign the Visitors’ Register located at the Front Office and, collect and wear a visitor identification sticker:

- Volunteer sticker
- Contractor sticker or
- Visitor sticker

Casual staff must also sign the Visitors’ Register and collect a ‘Relief Teacher’ badge.

All school staff are issued with a name badge that they wear when at school or on school excursions.

Parents / carers who arrive early for the purpose of collecting their child/ren from the classroom need to collect a pass from the Front Office and sign the Record of Student’s Arrival and Departure Log.

All volunteers must complete a ‘Child Related Employment Declaration’ form before commencing work at, or for, the school. Copies are available from the front office or the Assistant Principal, along with a cover letter to explain the need for these forms to be signed.

From 7 November, 2013 all volunteers working with children will need to obtain a Working With Vulnerable People card from the Office of Regulatory Services

Volunteers should always work within visible or audible range of a paid staff member both within and without school premises.

Volunteers working with students are given a brief explaining their role and outlining the school’s expectations and volunteer responsibilities.

Rosary Primary School has developed Safety Information Brochures specifically for volunteers, visitors, casual staff, contractors and service providers who have an obligation while working at or for our school to:

- Follow school safe working procedures
- Take all reasonable precautions to prevent, by action or omission, injury to themselves or to others
- Take all reasonable precautions to prevent, by action or omission, damage to school premises, plant or equipment.

A record is kept at the Front Office of persons who have received the Safety Information Brochures.

A copy of the following school safety management documents is made available for personnel on request and/or as required:

- Rosary Primary School Work Health and Safety Policy
- Rosary Primary School First Aid Policy
- Rosary Primary School Emergency Management Plan
- Rosary Primary School Site Map showing emergency Assembly Point(s)
Safety Information Brochures

SCHOOL SAFETY Rules

1. Report to school office on arrival and sign in using the Visitors' Register located in the office.
2. Obtain a contractor's ID sticker from the office and wear your ID sticker while on school grounds.
3. Ensure that you:
   - Stay within designated areas
   - Minimise interaction with students
   - Use only the toilets or amenities allocated to you.
4. If an emergency evacuation or lockdown is called, ensure that you follow the school's Emergency Procedures.
5. Smoking, alcohol and illegal drug use are not permitted.
6. If a safety incident occurs, advise the school office immediately.
7. If first aid is required, contact the school office immediately.
8. If you identify a potential safety hazard, advise the school office immediately.
9. On completion of your work each day, report to the office, sign out and remove your ID sticker.

SCHOOL SITE MAP

Full-sized copies of this reduced Site Map are available from the school office. Please ensure that all workers on the project including you:
- Remain as far as reasonably practicable in your allocated area.
- Locate and can safely reach the school's emergency Assembly Point.

Emergency Assembly Point

SAFETY INFORMATION BROCHURE FOR SERVICE PROVIDERS

School: Rosary Primary School
Address: Fleming Street, Watson ACT 2602
Phone: 02 6240 0010
Principal: Maureen Donegan
Assistant Principal: Melinda Hall-O'Brien
Office Administrator: Yvonne Moms

SCHOOL OVERVIEW

Welcome to Rosary Primary School. We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.

ALL SERVICE PROVIDERS MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General school safety rules for contractors and service providers are outlined in this information brochure. Please familiarise yourself with them and ensure that you and any other persons you engage to work on the project adhere to them.

Copies of the school's WHS Policy, First Aid Policy, Emergency Procedures and School Site Map are available to you in the school office and you are asked to familiarise yourself with and adhere to them in addition to the WHS policies and procedures of your company and your statutory WHS obligations as a contractor.

FIRST AID

First aid is available to all people at this school, including contractors and service providers, and is administered according to set procedures by the school's trained first aid officers:
- Yvonne Moms
- Tania O'Rourke

The first aid room is located in the Front Office. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for service providers' use are located in the hallway outside the staffroom and you are requested to ensure that at all times you use ONLY these and NOT student amenities.

SCHOOL TIMES

- Class commencement: 9:00am
- Morning tea: 11:00-11:30
- Lunch: 1:00-1:45pm
- School conclusion: 3:10pm

IN CASE OF EMERGENCY

The school's Emergency Procedures are available to you in the school office and you are requested to familiarise yourself with them and ensure that you adhere to them.

Emergency drills are carried out regularly so that the school community can respond quickly, safely and effectively.

The signal that an emergency situation has arisen (or an emergency drill has been called) is Beep, Beep, Beep (alert), Whoop, Whoop, Whoop (evacuate).

If a drill is called or an emergency occurs, please ensure that you and any other persons with you:
- Follow the school's Emergency Procedures
- Proceed calmly to the Emergency Assembly Point on the school oval
- Follow the directions of staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a message over the PA system: 'This is an orange alert, this is a red alert'. If a lockdown is signalled, please ensure that all workers on the project follow the school's Emergency Procedures and all directions given by school staff.
Visitors to the School Policy (2013)

SCHOOL SAFETY RULES

1. Report to school office on arrival and sign in using the Visitor Register located in the office.
2. Obtain a visitor ID sticker from the office and wear your ID sticker while on school grounds.
3. Ensure that you:
   • Stay within designated areas
   • Use only the toilets and amenities allocated to you.
4. If an emergency evacuation or lockdown is called, ensure that you follow the school’s Emergency Procedures.
5. Smoking, alcohol and illegal drug use are not permitted.
6. If a safety incident occurs, advise the school office immediately.
7. If first aid is required, contact the school office immediately.
8. If you identify a potential safety hazard, advise the school office immediately.
9. On completion of your visit each day, report to the office, sign out and remove your ID sticker.

SCHOOL SITE MAP

Full-sized copies of this reduced Site Map are available from the school office. Please ensure that you:
- Remain as far as reasonably practicable in your allocated area.
- Locate and can safely reach the school’s emergency Assembly Point.

SAFETY INFORMATION BROCHURE FOR VISITORS

School: Rosary Primary
Address: Fleming Street Watson ACT 2602
Phone: 02 62400010
Principal: Maureen Dossatz
Assistant Principal: Melinda Hall-O’Brien
Office Administrator: Yvonne Morris

SCHOOL SAFETY OVERVIEW

Thank you visiting our school community, and welcome to Rosary Primary School.

We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people’s safety, health and welfare.

ALL VISITORS MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General school safety rules for visitors are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

Copies of the school’s WHS Policy, First Aid Policy, Emergency Procedures, Visitor Register and larger scale School Site Map are available to you in the school office and we recommend that you familiarise yourself with them to help ensure your safety and the safety of others in the school community during your visit.

FIRST AID

First aid is available to all people at this school including visitors, and is administered according to set procedures by the school’s trained first aid officers:
- Yvonne Morris
- Tania O’Rourke

The first aid room is located in the Front Office. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for visitors’ use are located in the hallway outside the staffroom and you are requested to use ONLY these and NOT student amenities.

SCHOOL TIMES

- Class commencement: 9:00am
- Morning tea: 11:00-11:30
- Lunch: 1:00-1:45pm
- School conclusion: 3:10pm

IN CASE OF EMERGENCY

The school’s Emergency Procedures are available to you in the school office and you are requested to familiarise yourself with them and ensure that you adhere to them.

The signal that an emergency situation has arisen (or an emergency drill has been called) is Beep, Beep, Beep (alert). Whoop, Whoop, Whoop (evacuate).

If a drill is called or an emergency occurs, please ensure that you:
- Follow the school’s Emergency Procedures
- Proceed calmly to the Emergency Assembly Point on the school oval.
- Follow the directions of school staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a message over the PA system “This is an orange alert: this is a red alert.” If a lockdown is signalled, please ensure that you follow the school’s Emergency Procedures and all directions given by school staff.
SCHOOL SAFETY RULES

1. Report to school office on arrival and sign in using the Visitors' Register located in the office.
2. Obtain a volunteer ID sticker from the office and wear your ID sticker while on school grounds.
3. Ensure that you:
   - Stay within designated areas
   - Use only the toilets or amenities allocated to you.
4. If an emergency evacuation or lockdown is called, ensure that you follow the school's Emergency Procedures.
5. Smoking, alcohol and illegal drug use are not permitted.
6. If a safety incident occurs, advise the school office immediately.
7. If first aid is required, contact the school office immediately.
8. If you identify a potential safety hazard, advise the school office immediately.
9. On completion of your work each day, report to the office, sign out and remove your ID sticker.

SCHOOL SITE MAP

Full-sized copies of this reduced Site Map are available from the school office. Please ensure that you:
- Remain as far as reasonably practicable in your allocated area
- Locate and can safely reach the school's emergency Assembly Point.

SAFETY INFORMATION BROCHURE FOR VOLUNTEERS

School: Rosary Primary
Address: Fleming Street Watson ACT 2602
Phone: 02 62480010
Principal: Maureen Daspot
Assistant Principal: Melinda Hall-O'Brien
Office Administrator: Yvonne Morris

Visitors to the School Policy (2013)
**SCHOOL SAFETY RULES**

1. **Report** to school office on arrival and **sign in** using the Visitors’ Register located in the office.
2. Obtain a relief teacher’s **ID badge** and key from the office and wear your ID badge while on school grounds.
3. Ensure that you locate the:
   - Emergency Evacuation Plan in the
     classroom wet area
   - Evacuation plan and list of
     allocated responsibilities near the
     class room
4. If an **emergency evacuation or lockdown** is called, ensure that you follow the school’s Emergency Procedures.
5. **Smoking**, **alcohol** and **illegal drug use** are not permitted.
6. If a **safety incident** occurs, advise the school office immediately.
7. If **first aid** is required, contact the school office immediately.
8. If you identify a **potential safety hazard**, advise the school office immediately.
9. On completion of your work each day, report to the office, **sign out** and return your ID badge and key.

**SCHOOL SITE MAP**

Full-sized copies of this reduced Site Map are available from the school office and in the classrooms. Please ensure you:

- Know the emergency procedures for your allocated class
- Locate and can safely reach the school’s emergency Assembly Point.

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**SCHOOL OVERVIEW**

Welcome to Rosary Primary School. We value the dignity and wellbeing of all people, and are committed to providing a safe, respectful and inclusive environment that promotes safety, health and welfare.

ALL CASUAL STAFF MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General school safety rules for casual teachers are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

General school safety rules are outlined in this Safety Information Brochure. In addition, the school’s WHS Policy, First Aid Policy, Emergency Procedures, School Site Map and Visitor Register are available to you in the school office. Please familiarise yourself with these safety requirements and ensure that you follow them.

**FIRST AID**

First aid is available to all people at this school, including new and/or casual staff and student teachers, and is administered according to set procedures by the school’s trained first aid officers:

- Yvonne Morris
- Tanya O’Rourke

The first aid room is located in the front office. If you require first aid assistance, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

**BATHROOM FACILITIES**

Toilets and amenities for staff and student teachers’ use are located in the hallway outside the staff room and you are requested to ensure that at all times you use ONLY these and NOT student amenities.

**SCHOOL HOURS**

- Class commencement: 9:00am
- Morning tea: 11:00-11:30
- Lunch: 1:00-1:45pm
- School conclusion: 3:10pm

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**IN CASE OF EMERGENCY**

The school’s Emergency Procedures are available to you in the school office and in each classroom. You are requested to familiarise yourself with them and ensure that you follow them.

Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safety.

The signal that an emergency situation has arisen (or an emergency drill has been called) is Beep, Beep, Beep, Beep (alert). Whoop, Whoop, Whoop (evacuate).

If a drill is called or an emergency occurs, please ensure that you:
- Follow the school’s Emergency Procedures
- Proceed calmly to the school’s Emergency Assembly Point on the school oval
- Follow the directions of school staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a message over the PA system. "This is an orange alert this is a red alert.” If a lockdown is signalled, please ensure that all workers on the project follow the school’s Emergency Procedures and all directions given by school staff.
SCHOOL SAFETY RULES

1. Report to school office on arrival and sign in using the Visitors’ Register located in the office.
2. Obtain a contractor ID sticker from the office and wear your ID sticker while on school grounds.
3. Ensure all workers on the project:
   - Stay within designated areas
   - Minimise interaction with students
   - Use only the toilets or amenities allocated to them
4. If an emergency evacuation or Lockdown is called, ensure that all workers on the project follow the school’s Fire and Evacuation Procedures.
5. Smoking, alcohol and use of illegal drugs are not permitted.
6. If a safety incident occurs, advise the school office immediately.
7. If first aid is required, contact the school office immediately.
8. If you identify a potential safety hazard, advise the school office immediately.
9. On completion of your work each day, report to the office, sign out and remove your ID sticker.

SCHOOL SITE MAP

Full-sized copies of this reduced Site Map are available from the school office. Please ensure that all workers on the project including you:

- Remain as far as reasonably practicable in your allocated area
- Locate and can safely reach the school’s emergency Assembly Point.

SCHOOL SAFETY OVERVIEW

Welcome to Rosary Primary School
We value all people’s dignity and wellbeing and are committed to providing a safe school environment and culture that protects people’s safety, health and welfare.

ALL CONTRACTORS MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

Contractors are required to take reasonable care to ensure that their actions or omissions do not harm themselves or anyone else.

General school safety rules for contractors are outlined in this brochure. Please familiarise yourself with them and ensure that all workers on the project including you adhere to them.

Copies of the school’s WHS Policy, First Aid Policy, Emergency Procedures, School Site Map and Contractor Register are available to you in the school office and you are required to familiarise yourself with them and ensure that everyone on the project adheres to them in addition to the policies and procedures you are required as a Principal Contractor to follow.

FIRST AID

First aid is available to all people at this school, including contractors, and is administered according to set procedures by the school’s trained first aid officers:
- Yvonne Morris
- Tania O’Rourke

The first aid room is located in the Front Office. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for contractors’ use are located in the hallways outside the staffroom. You are requested to ensure that at all times all contractors including you use ONLY these and NOT student amenities.

SCHOOL TIMES

- Class commencement: 9:00am
- Morning tea: 11:00-11:30
- Lunch: 1:00-1:45pm
- School conclusion: 3:10pm

IN CASE OF EMERGENCY

The school’s Emergency Procedures are available to you in the school office and you are requested to familiarise yourself with them and ensure that all workers on the project including you adhere to them.

Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safely.

The signal that an emergency situation has arisen (or an emergency drill has been called) is Beep, Beep, Beep (alert) Whoop, Whoop (evacuate).

If a drill is called or an emergency occurs, please ensure that all workers on the project including you:
- Follow the school’s Emergency Procedures
- Proceed calmly to the Emergency Assembly Point on the school oval
- Follow the directions of school staff

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a message over the PA system “This is an orange alert this is a red alert”.

If a lockdown is signalled, please ensure that all workers on the project follow the school’s Emergency Procedures and all directions given by school staff.
### Record of Receipt of Safety Information Brochure

#### Rosary Primary School Record of Receipt of Safety Information Brochure for Contractors

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<tr>
<th>Date</th>
<th>Contractor's Name</th>
<th>Company</th>
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### Rosary Primary School Record of Receipt of Safety Information Brochure for Service Providers

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<th>Date</th>
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### Rosary Primary School Record of Receipt of Safety Information Brochure for Visitors

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Approved by: Rosary Primary School Executive

Policy last updated: 2013
Policy review date: 2014
School Contact Officer: Principal