

RISK MANAGEMENT BULLETIN

FALL 2015

VISITOR ACCESS DURING SCHOOL HOURS

- All visitors/volunteers **MUST** report to the school office upon arrival. They **MUST** sign in at the office indicating time in/out.
- Visitors/volunteers should have an ID tag that they are required to wear during their visit. They should be escorted to their desired location by a staff member as designated by the principal.
- Visitors/volunteers who are not authorized should be immediately requested to leave the premises. Failing to do so should be reported to the proper authorities
- Trespassing on school premises is prohibited, no one is to canvass or sell goods, services or merchandise without prior approval of the school board. School staff should be aware of how to approach suspicious people by finding out why they are in the school or school area or if they can assist them. The office must be notified. If the person refuses to cooperate, contact authorities.
- Disruption, interruption of a class or activity should not be allowed unless authorized by the school administration.
- All exterior doors should be locked securely with exception of the front doors. Signage must be in place to direct visitors.
- During events such as concerts, voting days, or special celebrations where outside visitors are expected, all staff should have an increased sense of awareness of who is permitted to attend as it may not be possible to identify all visitors at these events.



Although this reference material is not intended to replace school board policies and procedures, it is intended to supplement the Risk Management considerations which should go into making the decisions on the most common day-to-day school activities.