Visitor Policy

INTRODUCTION

St. Joseph’s School is a place of learning. It is also an important member of the wider community of Stanthorpe and the district. The dynamic St Joseph’s school environment calls for significant movement of people across a range of domains. These domains include students, St Joseph’s staff, clergy, and parents; students, parents, and staff from other schools; service providers, tradesmen, and consultants.

A warm and welcoming environment is part of the school’s ethos and reflects St Joseph’s school’s Mercy charism and values. It is important that a management plan for the movement of school visitors is provided.

The visitor policy outlines the expected management of visitors to the school and includes the management of welcomed visitors and unwelcome visitors. Unwelcome visitors will include those without a need or reason to be on the school premise and those whose conduct is not appropriate for a St Joseph’s school visitor.

RATIONALE

MISSION STATEMENT

“St. Joseph’s School offers a holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

The purpose of this policy is to promote the safe and effective operation of the school.

MERCY VALUES

Dignity, Respect.

POLICY STATEMENT

St Joseph’s school, as part of the wider lay and Christian community, provides a warm and engaging environment for those visiting the school. To facilitate this engagement, the school visitor policy requires specific procedures relevant to different groups and timeframes but which will all meet the following requisites:

- Appropriate identification of persons on the school grounds or in school based off site activities
- Use of safe access routes for all persons visiting
- Advice and signage that directs people efficiently and appropriately
- Management of the unwanted or troublesome visitor
The following policies will be relevant where an unwanted visitor’s presence becomes more problematic.

- Child Protection Policy
- Critical Incidents Policy
- Trauma and Grief Management Policy
- Health and Wellbeing Policy

St Joseph’s school is proud to sit in a highly regarded and respected place within the community of Stanthorpe and the Catholic education community. The visitor policy will facilitate this position in a safe and efficient way.

**CONSEQUENCES**

St Joseph’s school will provide

- Recognition of the value of visitors and the breadth of backgrounds they are likely to come from (see the School and Community Relations Policy)
- Well identified meeting places and directional advice and processes for visitors
- Procedures for the appropriate identification of visitors to its precinct
- Advice on the expectations and expected conduct of visitors
- Procedures for the management of the unwanted visitor (cross reference other policies as above)

The Visitor Policy will assist in the management of the significant volume of people traffic visiting St Joseph’s Catholic School Stanthorpe. The Policy endeavours to make visitations to St Joseph’s efficient, effective, and above all enhance and ensure the safety of our student body.

Michael McCarthy  
Principal

Chris Haynes  
Board Chair

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