

ROLLING RIVER SCHOOL DIVISION POLICY

Visitor Identification and School Access

ECAE/P

A priority of the Rolling River School Division is to promote a safe school environment. To meet this goal the Division will implement procedures to control visitor access to the school and which clearly identify to employees and students, accepted visitors to the Division schools and offices.

The Division will require all visitors to schools and offices to:

1. report to and sign in at the school office at the start and end of each visit
2. wear a Rolling River School Division Identification tag during his / her visit to the school.

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Date Adopted: April 8, 2008

Date Reaffirmed: January 18, 2012

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- All entrances except the main entrance to the school will remain locked during school hours. Exceptions to this shall be approved by the Superintendent
- Schools and Offices will post signage at all entrances to the school requiring visitors to report to main office.
- Schools will require all visitors, including volunteers to sign in upon arrival and sign out upon departure from the school on the Rolling River School Division "VISITOR SIGN IN LOG".
- Schools will issue a VISITOR / VOLUNTEER Identification Tag to all visitors/ volunteers to the School or Office. Once issued, identification tags are required to be worn at all times while in the school / office. Identification tags are to be returned to the main office when the visitor signs out the end of each visit.
- During normal working hours, if a visitor is entering restricted areas of a school building, and uses a two way radio for communication, it is the responsibility of the employee left with the two way radio to ensure he/she is available at all times to answer a call.
- Anyone entering restricted areas of the building or working alone after hours is required to follow safety procedures related to working in restricted areas and to meet the requirements as per the Working Alone Policy GBDE.

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