

## The GRACEFIELD SCHOOL PROCEDURES

### Involvement of Parents and Visitors at Gracefield School

#### Procedures

1. For the purpose of this document, a visitor is anyone not employed at Gracefield School.
2. Unless they have been specifically invited to a classroom, visitors to Gracefield School should make their presence and purpose known to the administration staff before proceeding to a classroom (this does not include parents, before and after school, or if the teacher has been notified earlier by the parent). This is particularly important if they are picking up a student during school hours.
3. Teachers' instructions to students must at all times be supported by visitors. Visitors should not distract students from the tasks they have been set, or in any other way undermine the authority of the teacher.
4. Visitors who are working with children should ensure that they maintain a positive relationship, especially by finding things to praise in the work. Discipline is the responsibility of the teacher.
5. Visitors who work with students on a regular basis shall be police vetted to ensure they are safe around children.
6. Students must never be touched or led into inappropriate situations.  
This includes:       Never allowing a visitor to work alone with a child.  
                              Never allowing a visitor to travel alone with a child.
7. Visitors will use appropriate language at all times.
8. Children's progress and behaviour in the classroom is confidential to the school and to their own parents; visitors are expected to refrain from discussing or comparing children in outside situations. Failure to comply with this could result in the principal asking the adult concerned to stay away from Gracefield during school hours.
9. The school's smoking policy will be strictly adhered to at all times.

Approved: Sept 12

Principal \_\_\_\_\_

Chairperson \_\_\_\_\_