

Visitors

Visitors to the school may include parents, tradespeople, staff from support agencies, and other people on school-related business.

All visitors will be encouraged to record their visit by scanning the NZ COVID QR code poster, or manually on the contact tracing register or using the iPad at the front desk.

The following guidelines ensure the safety of everyone on the school site.

- All visitors to the site, except the parents/caregivers of presently enrolled children at drop off and pick up times, must report to the school office and enter their details on the Visitors iPad. Family members who are collecting their children during the school day must complete this process.
- Signage around the school directs visitors to report to the office.
- All staff members monitor visitors to the school, and report any behaviour concerns to management or administration.
- In the event of an evacuation, staff members carefully check each building to ensure that all rooms and spaces are empty.

In the event of an unforeseen situation, the board or principal may implement a safety plan that overrides this policy.

Parents

Any parent, guardian, or other person wishing to have contact with a student during school hours must follow this policy. The school wants to ensure as little disruption as possible to the school programme, and to students' learning. Blockhouse Bay Primary School expects parents to use common sense and limit disruption to teaching and learning wherever possible.

Also see [Contact Rights and the School](#)

Non-teaching staff and contractors

All non-teaching staff and contractors employed on site who have, or are likely to have, **unsupervised access** to students during normal school hours are cleared by **police vet**.

Also see [Contractors Working at School](#)

All visitors to school, including parents, are expected to comply with the school's **Smokefree** and **Alcohol/Drugs and Other Harmful Drugs** policies. Visitors may not wear gang insignia on school grounds. Anyone wearing gang insignia on school grounds will be asked to leave. If they refuse to leave, the police will be called to the school.

Also see [Trespasser on School Grounds](#)

Vehicles

Health and safety requirements prohibit vehicles from entering areas of the school where students may be present and vehicles would not usually be expected. If it is necessary to access these areas a vehicle must have an adult escort walking before it and an adult walking after it. The walking adult scans for students and restricts the vehicle's speed to walking pace. Cars must be driven slowly and carefully in all parts of the school.

Students are made aware of the potential hazards presented by school driveways and car parks.

Legislation

- Prohibition of Gang Insignia in Government Premises Act 2013