



# St. Francis Xavier's School Urana

*Think, Speak and Act Like Christ*

| Reviewed 2021 | Next Review 2026 |

## Visitors and Volunteer Policy and Procedures

Local practice requires all visitors to report their presence on the premises, to the front office. A Compass Kiosk facility is available at the front desk and a member of staff can assist with this.

Furthermore, visitors and volunteers are subject to the appropriate 'Working with Children Check protocols and documentation to complete.

Volunteers are also required to complete CSIS training prior to doing any voluntary work involving fuels or chemicals. (This training has been suspended by CEDWW at this stage)

Any documentation required to be completed by visitors or contractors is held on file in hard copy.

During COVID restrictions, visitors, volunteers and contractors are required to complete an additional document declaring their health prior to entering the premises.

Please read the WH&S statement and evacuation plan upon entering the school.