



AUTHORIZED VISITORS TO SCHOOLS

Responsibility:	<i>Senior Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act, Section 50 Child and Family Services Act: S. 41, 42, 43, 44</i>
Related References:	<i>Board Policy 6000- Safe Schools</i>
Revisions:	<i>April 2016</i>
Reviewed:	<i>April 2016</i>

1. Preamble

The procedures that follow provide guidelines and expectations regarding visitors in the school.

2. The Education Act, Section 50

2.1 "A parent/guardian of the child attending a public or secondary school and a member of the board that operates the school may visit such school, and a member of the Assembly and a clergyman may visit a public and secondary school in his constituency or in the area where he has pastoral charge, as the case may be."

3. General

3.1 Principals shall endeavor to promote good public relations with the school community by such means as parent-teacher conferences, co-operation with the school councils and other community organizations, and cordial relations with parents.

3.2 Visitors

- 3.2.1 All visitors are required to report first to the school office and identify themselves;
- 3.2.2 A Visitor Sign-In/Sign Out Sheet, with visitor information, will be maintained;
- 3.2.3 Visitors will be requested to wear a "Visitor's Pass" that is visible by staff;
- 3.2.4 A WRDSB issued photo Identification Badge will serve as a visitor's pass.

3.3 Principals will ensure that all school staff are aware of these procedures. All staff should be instructed to actively direct/escort visitors to the main office, if a visitor's pass is not visible.

3.4 A visitor for the purpose of consulting with a student and to request information about a student must present identification and credentials before such access is granted (e.g., Family and Children's Services workers, police and probation officers, others)

3.5 NOTE: The Child and Family Services Act states that a peace (police) officer and/or child protection worker may enter any premises and search for and remove a child, either with or without a warrant. (Child and Family Services Act, s.41, 42, 43 and 44)

3.6 A visitor who is commissioned to pick up money (i.e., student insurance premiums) or articles (i.e., equipment) must present identification and credentials before such articles are released.