

**VISITORS TO SCHOOLS****Category:** Health and Safety**Effective:** August 2013**Policy Statement**

To ensure the safety of all students and personnel, Anglophone West School District requires adherence to a procedure where all visitors to schools have to register with the school office upon arrival.

Definition of Visitor: Adults conducting occasional business, guest speakers or parents/guardians picking up or dropping off students during instruction time.

Procedures

1. All visitors to a school shall report to the School/Principal's office upon arrival.
2. A log shall be maintained at the School/Principal's Office for visitors to sign in and sign out.
3. All visitors shall be issued a "Visitor Badge" which would be worn during their stay at the school. The badge must be returned to the Office when they leave.

Reference

- Department of Education and Early Childhood Education Procedures - [Keeping Our Schools Safe: Protocol for Violence Prevention and Crisis Response in New Brunswick Schools](#)