



St James Primary Visitor Guidelines

All visitors to St James Primary are expected to adhere to the following guidelines during their visit to the school:

- St James Primary School is a K-6 Catholic school;
- St James Primary School is a non-smoking environment;
- All people entering St James must sign in and wear a visitor's tag between the hours of 8.40am and 3.00pm. The sign in register and tags are located in the Administration Building;
- No Chemicals of any type are permitted to be brought onto the school premises unless reported to the school reception for inclusion in the Chemical hazards inventory;
- No person will engage in any activity that should be carried out by a certified tradesperson, such as lifting, chemical use, working with electricity etcetera;
- On the intermittent sounding of a siren, you must evacuate the premises or lockdown within the premises, following the instructions of staff;
- No external electrical equipment is to be brought into this school site unless it has been tested and tagged (OHS Guidelines);
- No person entering this school will lift an object of a heavy nature or that is not relevant to their specific abilities;
- Do not permit yourself to be alone with a student in any part of this school. Advise a staff member if you are placed in this position;
- All visitors must use the staff toilet facilities which are located in the Administration Building;
- All tradespeople and visiting therapists must report to the School Office before entering the school complex;
- On leaving St James Primary, please sign off in the register located in the Administration building.

The staff, students and community of St James Primary sincerely thank you for cooperating with the above guidelines and regulations.

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