



# **SIGN IN / SIGN OUT PROCEDURE**

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## **PURPOSE**

The School sign-in/sign-out procedure is implemented to ensure the safety and students, staff, parents and guardians, contractors and visitors. It helps in maintaining an organised record of individuals entering and leaving the school premises.

## **SCOPE**

This procedure applies to all visitors, contractors, parents and guardians, staff and students.

## **PROCEDURE STATEMENT**

Monivae College is responsible for safeguarding its students, staff and visitors. Knowledge of who is on the school site, and their location at any given time, is essential to achieving this purpose. Under Occupational Health and Safety laws and emergency management procedures the school needs to account for the whereabouts of all persons including staff, students, contractors, parents and other members of the public who may be visiting the school.

Monivae College has an electronic sign in / sign out system in place, which is located at the main Reception Area of the school.

## **1. Sign In Process**

### **1.1. Visitors**

- 1.1.1. All visitors must report to the main reception area of the School.
- 1.1.2. All visitors must use the designated sign in station at the reception desk to sign in. The sign in station will require completion of a basic details form, agreement to the child safety code of conduct, supply their working with children check details (if available), provide a valid ID and state the purpose of the visit.
- 1.1.3. The system will generate a visitor badge which must be visible at all times while on school property.

### **1.2. Contractors**

- 1.2.1. All contractors must report to the main reception area of the School if undertaking working during school days and hours.
- 1.2.2. All contractors must use the designated sign in station at the reception desk to sign in. The sign in station will require completion of a basic details form, agreement to the child safety code of conduct, supply their working with children check details (if available), provide a valid ID and state the purpose of the visit.
- 1.2.3. The system will generate a contractor badge which must be visible at all times while on school property.

### **1.3. Parents / Guardians**

- 1.3.1. Parents and guardians are required to sign in at the reception before proceeding to any part of the school.
- 1.3.2. If a scheduled meeting is planned, please notify the front office on arrival. The reception staff will contact the person you are meeting, and they will proceed to reception to meet and greet.

### **1.4. Staff**

- 1.4.1. Staff members are not required to sign in unless they are arriving on a day or time in which they would not normally be scheduled to attend (i.e. school holidays, after hours etc).

## 1.5. Students

- 1.5.1. Students are only required to sign in if they are arriving at school after 9.00am or if they are returning to school before the end of the school day. They should report to the main reception area of the School and use the designated sign in station at the reception desk to sign in. Students must specify the reason for late arrival.

## 2. Sign Out Process

### 2.1. Students

#### 2.1.1. Parent or authorised individual arrives at school

- 2.1.1.1. For early dismissal and pick up by a parent or authorised individual, parents or authorised individuals must sign out students at the front office.
- 2.1.1.2. The parent or authorised individual must provide identification and specify the reason for early dismissal.
- 2.1.1.3. Reception staff will contact the student's classroom for dismissal.

#### 2.1.2. Parent requests their child leave school prior to end of day

- 2.1.2.1. If a parent requests their child to leave school prior to the end of day, the request must be made:
  - 2.1.2.1.1. with a written note to the school requesting early departure stating the time of departure and reason; or
  - 2.1.2.1.2. with a phone call or email to the school requesting an early pick up stating the time of departure and reason.
- 2.1.2.2. The student would need to sign themselves out via the main reception area in order to leave the school property.

### 2.2. Staff

- 2.2.1. Staff members must sign out if leaving the premises during scheduled work hours.
- 2.2.2. Staff members must sign out if they are leaving the school having arrived on a day or time in which they would not normally be scheduled to attend (i.e. school holidays, after hours, weekends etc).

## 3. Additional Guidelines

### 3.1. Emergency Evacuation

- 3.1.1. The sign in / sign out digital record will be used during an emergency evacuation to confirm persons on and offsite.
- 3.1.2. All persons in the event of an emergency evacuation must follow all instructions, designated evacuation routes and assembly areas.
- 3.1.3. Staff members must ensure their respective classes or groups are accounted for during evacuation.

### 3.2. Visitor Escort

- 3.2.1. All visitors must be escorted by a staff member while on school property. This includes visits to classrooms, offices, or any other part of the school.

## 4. Privacy

- 4.1. The School collects your information via the sign in / sign out system at the reception area of the school, the information is used for a specific and lawful purpose, such as maintaining school security, ensuring student safety, or fulfilling legal obligations. We collect only the minimum amount of personal information necessary for the intended purpose.
- 4.2. The information collected may be shared with third parties (e.g., education authorities, law enforcement) however we will only disclose information when legally required or with proper consent.
- 4.3. All persons have a right to access their own personal information held by the school and correct any inaccuracies. For further information see the school Privacy Policy.

## 5. Compliance

- 5.1. All persons on school property are expected to comply with the sign-in/sign-out procedure.
- 5.2. Failure to adhere to the procedure may result in restricted access to the school premises.

## GOVERNANCE

Parent policy	Nil
Supporting procedures	Attendance Policy Visitors Policy
Supporting schedules	Nil
Related legislation	Occupational Health and Safety Act 2004 (Vic) Child Wellbeing and Safety Act 2005 (Vic) Education and Training Reform Act 2006 (Vic) Privacy and Data Protection Act 2014 (Vic) Working with Children Act 2005 (Vic) Equal Opportunity Act 2010 (Vic) Victorian Registration and Qualifications Authority (VRQA)
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## VERSION CONTROL

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