



Te Kura o Te Pāroa

Next review: Term 1 2025

Visitors

Visitors to the school may include parents/caregivers/whānau, new entrant visitors, tradespeople, staff from support agencies, external tutors, and other people on school-related business.

Signage around the school directs **visitors** to report to the office.

The following guidelines ensure the safety of everyone on the school site.

- All **visitors** to the site, except those dropping off or picking up students before and after school, are asked to report to the school office.
- All staff monitor visitors to the school, and report any behaviour, hazard, or safety concerns to management or administration.
- All visitors to school, including parents, are expected to comply with the school's **smokefree and vape-free**, and **alcohol and drugs** policies. We encourage visitors to consider **privacy issues** when sharing photos and videos taken at school events.
- Visitors may not wear gang insignia on school grounds. It is illegal under the Prohibition of Gang Insignia in Government Premises Act 2013. Anyone wearing gang insignia on school grounds will be asked to remove the item or leave the premises. Police may be called to the school and persistent offenders may be trespassed.
- In the event of an **evacuation**, staff check each building to ensure that all rooms and spaces are empty. In the event of a **lockdown or shelter in place**, visitors follow the instructions of school staff.

Parents

Anyone, including parents/caregivers/whānau, who wants to contact a student must follow the guidelines above. Te Kura o Te Pāroa expects parents to follow our **conduct expectations** and limit disruption to teaching and learning by avoiding unnecessary communication throughout the day (e.g. visits, texts, phone calls, social media, or email).

Te Kura o Te Pāroa follows any court orders regarding contact rights and the school.

Non-teaching staff and contractors

All non-teaching staff and **contractors** employed on site who have, or are likely to have, **unsupervised access** to students during normal school hours are cleared by **police vet**.

Vehicles

Vehicles must be driven slowly and carefully on school grounds, including driveways and car parks. Vehicles must not enter areas of the school where students may be present and vehicles would not usually be expected. If it is necessary to access these areas a vehicle must have an adult escort walking before it. The escort scans for students and restricts the vehicle's speed to walking pace.

Students are made aware of the potential hazards presented by school driveways and car parks.

Related topics

- [Planning and Preparing for Emergencies, Disasters, and Crises](#)
- [School Security](#)
- [Trespasser on School Grounds](#)
- [Lockdown and Shelter in Place](#)
- [Getting to and from School Safely](#)
- [Parent Involvement](#)
- [Contractors Working at School](#)
- [Community Conduct Expectations](#)

Legislation

- [Prohibition of Gang Insignia in Government Premises Act 2013](#)

Resources

- [Ministry of Education | Te Tāhuhu o te Mātauranga: Prohibiting gang insignia on school property](#) 

Release history: [Term 2 2022](#), [Term 1 2022](#), [Term 3 2021](#), [Term 1 2021](#), [Term 2 2020](#), [Term 3 2018](#)

IN THIS SECTION

[Contractors Working at School](#)

Last review	Term 2 2021
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Topic type	Core
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