

# WELKOM SECONDARY SCHOOL



## **ACCESS CONTROL POLICY**

*Policy approved 10 June 2018*

- ✚ From 8:00 to 14:00 all gates should be closed
- ✚ Any visitors has to report at the front office before they may go anywhere on the school grounds
- ✚ Visitors has to sign in and out at the main gate
- ✚ A visitors pass must be issued to any visitors if they leave the office
- ✚ If there is any functions all the gates must be closed during the functions and monitored by educators/ security on duty
- ✚ A safety patroller will be on guard during normal school hours.