

Visitor CHECK-IN guide

STEP 1 CLICK on "Visitors"

Roxburgh Park Primary School
Wednesday, 02 February 2022
02:21pm

VISITORS

STEP 2 CLICK on "Check-in"

Visitor Menu

Check In →

Registered Visitor?
Check In →

Check Out ⇐

Back

STEP 3 Fill in your details

Visitors - Personal Details

Please note fields with * are mandatory

First Name* **Your first name**

Surname* **Your family name**

Company

Mobile* **Your mobile number**

Car Rego:

Cancel **Next**

STEP 4

Visitors

Please note fields with * are mandatory

Meeting With* **Staff member's name**

Reason* **Example "English class"**

Expected Departure Select a time...

Visitor Type **Visitor** Contractor

Inducted? **Induction Needed** Induction Completed

Back **Next**

STEP 5

Induction

Welcome to Roxburgh Park Primary School

All visitors and contractors must read the following information before commencing any work.

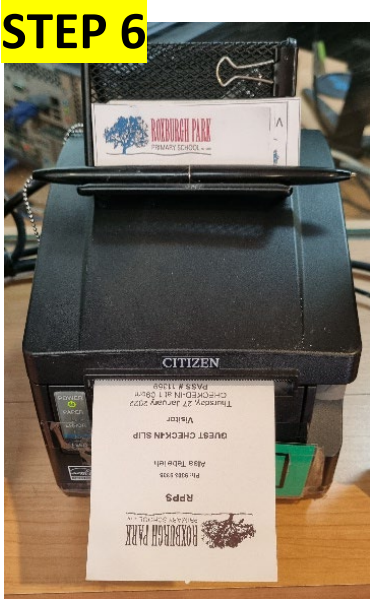
EMERGENCY MANAGEMENT PLAN - Located at sign-in point

FIRST AIDE PROCEDURE AND LOCATION - Located at Main office

CURRENT WORKING WITH CHILDREN CHECK - Provide copy to the Main office

*ALL CONTRACTORS - Please complete the Contractor OHS Checklist - Located at Sign in point.

Back **Acknowledge**



Collect ticket

IMPORTANT:

Keep ticket.

You will need it to Check-out.