



VISITORS

Policy



Rationale:

- We seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure the safety and privacy of our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures so as to effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Definition:

- Visitors are defined as all people other than staff members, students, and parent/guardians involved in the task of delivering or collecting students at the start or end of the school day.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- The School Council supports the practice of facilitating contact with organisations or individuals which lead to experiences that enrich the learning and skills development of our students.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- Where necessary, visitors (paid or voluntary) will have an appropriate and valid working with Children Check (as per Working with Children Act 2005).
- A Working with Children check is required for parents or community members attending camps and/or excursions. A Working with Children check is available free to all volunteers. Information and documentation for this is available at <http://www.workingwithchildren.vic.gov.au/home/> or at a Post Office.
- All others who work in a voluntary capacity within the school are encouraged to obtain a Working with Children check.
- All visitors will be required to report to the Administration Office prior to undertaking any activity within the school, where they will be required to sign a Visitors book and will be assigned a Visitors pass which they must wear at all times within the school. Similarly, visitors will be required to report to the Administration Office at the end of their visit to return their pass and to be signed out in the Visitors book.
- In the case of large numbers of people attending at the same time it is required that the organiser of the event submit a list of all those in attendance to the Administration Office.
- Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- The abovementioned process for managing and monitoring visitors will be regularly published in the school newsletter and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be directed to the Administration Office.

Evaluation:

- This policy will be reviewed as part of the school's four year review cycle

This policy was last ratified by School Council in....

May 2013