



# 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 a safe environment for 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 that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

## IMPLEMENTATION

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people who seek to enter our school other than staff members, pre service teachers, students and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- Visitors, other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the school and provide a WWC card prior to commencing work (sub contractors) or supervised by a staff member while on the school site (no WWC card).
- All sub contractors are to report to the office and complete an Induction before commencing work.
- The activity conducted by the persons is regarded by the school as suitable for young people.
- Student involvement will lead to experiences that enrich learning and skills development that complement their school education.
- All visitors will be required to report to the main office prior to undertaking any activity within the school, where they will be required to sign in and will be issued with a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the main office at the end of their visit to return their badge and to "sign out".
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.
- The principal is responsible for the implementation of the policy and has operational responsibility in relation to the visitors who are allowed into the school, for what purpose and on what conditions.
- Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act and subsequent amendments, 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.
- 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.

## EVALUATION

- This policy will be reviewed in line with new legislation, regulations and best practice.

## REVIEW CYCLE

- This policy was last updated in **August 2019** and is scheduled for review in **August 2022**.

**Endorsed by School Council in September 2019.**