

Visitors Policy

Rationale:

We seek to provide an open and friendly learning environment, which values and actively encourages partnerships with parents and the broader school community. 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:

- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children. All visitors will be required to report to the administration office prior to undertaking any activity within the school. Visitors will be recorded as entering and exiting the school and will be issued a visitors badge to be worn at all times while within the school. This badge is to be returned to the administration office on exit from the school.
- Waiting and interviewing spaces will be made available.
- Visitors may require a Working With Children Check – see WWC Check policy.
- Visitors will be provided with directions and an induction if necessary, and will be made aware of any issues that may impact upon their safety or comfort.
- The process for managing and monitoring visitors will be regularly published in the school newsletter.
- Signs directing all visitors to the school office, will appear at all school entrances.
- 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 1966 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 as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.