



VISITORS POLICY

(Replaces Trespassers Policy)

RATIONALE

Our school welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises. 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 monitor and manage 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 other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- 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" badge at the discretion of the principal 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 badge and to "sign out" in the Visitors book.
- Visitors will be provided with directions, and will be made aware of evacuation procedures, toilets to be used, and any current occupational health and safety conditions that may impact upon their safety or comfort.
- Staff are required to direct any unidentified person without a visitors badge to the school office, or to report unidentified people or vehicles to the principal. Staff on yard duty are required to be vigilant, and to approach or report unknown visitors that do not display visitor badges.

- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- ***No visitor will be allowed to have unsupervised contact with any student at any time and all visitors will be under the direct supervision of a staff member.***
- 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.
- 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.