

VISITORS POLICY

PURPOSE

- 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.

GUIDELINES

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.
- Visitors are defined as all people other than staff members, current students and parents/guardians who are delivering or collecting children at either end of the school day.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school. There they will be required sign a 'Visitors' book and will be assigned a 'Visitors' badge 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 sign out in the 'Visitors' book.
- Secondary students who return for a visit will be allowed to assist under supervision of class teachers.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available wherever possible.
- 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 above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at school entrances.
- Parents will be notified in advance about visitors to the school who will be having direct contact with the students, via permission slips at least two weeks prior to the activity.
- Visitors to the school who have failed to follow this process will be reminded to do so.
- 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 of 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 appropriately catered for.

EVALUATION

All policies will be reviewed as part of the school's cyclic review process.

This policy will be reviewed in May 2015



COUNCIL APPROVED: _____

DATE:
