



# Visitors

Last ratified by School Council: 12<sup>th</sup> August, 2015

## 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, visitors and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- To encourage experiences that enrich learning and develop skills that complement school education.

## IMPLEMENTATION

- Visitors are defined as all people who seek to enter our school 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 register their arrival and departure in the “Visitors” sign in book at the school general office. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- At the discretion of the Principal this process may be suspended. eg mass participation events.
- 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.
- If the school is approached by talent scouts information will be provided to parents about the opportunity so that if desired, contact can be made by parents with them.

## EVALUATION

This policy will be reviewed as part of the school’s policy review cycle, and at times when our emergency management procedures are under review.

References: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>