

Visitor 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 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 sign in via the Compass Kiosk and be issued with a "Visitors" badge which they must wear at all times within the school. Visitors will be required to sign out via the Compass Kiosk at the end of their visit, and return their badge. Visitors within the school who have failed to follow this process will be reminded to do so.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- 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.

Staff will consider the following when inviting guests to the school:

- That the visit clearly serves an educational purpose, is consistent with curriculum objectives and is appropriate for the student age group
- That there is a potential benefit to the school community.
- That the requirements of the Working with Children Act 2005 in relation to paid or volunteer workers who need to have a Working with Children Check are met, however if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- That the protocols applying to community-based, not-for-profit groups and those applying to visitors who have a wholly or partly commercial, advertising or marketing purpose are followed.
- That the potential for a visitor to cause controversy within the school or broader community is considered in consultation with the Principal.
- That the level of disruption to the functioning of the school in relation to the potential benefits to students is considered.
- That the appropriate use of DET resources, including teachers' time is considered.
- DET policies concerning confidentiality, privacy, the photographing of students, mandatory reporting, and Children First (an organisation which promotes and protects the rights and well-being of children) are referenced.

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.

This policy was last ratified by School Council: