

	Policy Name:	Visitors	Date of approval:	28/5/2018
	Responsible:	Business Manager / Office Staff	Review date:	05/2022



Visitors Policy

1. POLICY STATEMENT

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the 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.

2. POLICY PURPOSE

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manage visitors, while not compromising the open and inclusive nature of our school.

3. DEFINITIONS

Visitors to the school are defined as all people entering school grounds during school hours 8.30am to 4.30pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers eg incursion presenters
 - sessional instructors
 - representatives of community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
- external welfare and allied health professionals
- talent scouts

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4. APPROVALS

On the basis that schools are not public places, but are institutions for learning in the spirit of public education, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

When deciding to approve a visitor, the Principal will consider the visitor’s purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education; and
- the potential for the visitor to cause controversy within the school or broader community.

5. DUTY OF CARE

The school has a duty of care to appropriately supervise students.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

Areas where tradespeople are working will be cordoned off, when possible.

6. IMPLEMENTATION

All visitors are required to report to the administration office prior to undertaking any activity within the schools. They are required to sign a Visitors Book and will be assigned a “Visitor” sticker which they must wear at all times within the school. At the end of their visit, visitors must report to the administration office to sign out in the Visitors Book. ALL visitors MUST have a valid Working with Children Check, which will be sighted and photocopied to put on file by the administration staff.

This process will be displayed at all school entrances.

All visitors are required to comply with the school’s policies, and by signing in at the office they are stating their compliance to abide by the schools Child Safe and Code of Conduct.

Visitors who fail to follow directions will be directed to the Administration Office.

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 cared for.

All visitors working directly with students and staff are expected to be outstanding role models, speak in a kind and friendly manner and maintain confidentiality at all times.

This policy will be reviewed in 4 years.