

# VISITORS

## 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 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 prospective parents and employees
  - those who are addressing a learning or developmental need, such as:
    - parent and community volunteers
    - invited speakers
    - sessional instructors
    - representatives of community, business and service groups
    - local members of the State and Commonwealth Parliaments
  - those who are conducting business such as:
    - uniform suppliers
    - booksellers
    - official school photographers
    - commercial salespeople
    - trades people
    - children's services agents
    - talent scouts.
    - Emergency service personnel
- 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 wear a name label. Similarly, all visitors will be required to report to the administration office at the end of their visit to "sign out" in the "visitors book".
- 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 the administration area.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1996, 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 during or 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.

This policy was last ratified by School Council



Reference:

<http://www.education.vic.gov.au/management/governance/spag/safety/supervision/visitorsinschool.htm#H2N1001F>