

# Visitors Policy 2017

## **AIM:**

To provide a safe and secure environment for our students, staff and resources, within established protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of the school.

## **GUIDELINES:**

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. 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.
3. All visitors will be required to report to the School General Office prior to undertaking any activity within the school, where they will be required to sign a 'Visitors' book and will be assigned '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 return their badge and to 'sign out' in the Visitors book.
4. Visitors and volunteers are also expected:
  - to be outstanding role models for all students
  - to work under the professional direction of staff, following school policies
  - to speak in a respectful and friendly manner to all students and staff
  - to maintain confidentiality
  - to report any issues of concern to teachers (and not directly intervene)
  - to keep a safe and professional distance from all students
5. Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school
6. Parent helpers / volunteers are to sign in the Visitors' Register and collect a 'Parent Helpers' badge (\*See 'Volunteers in School' Policy)
7. Volunteers working in any capacity with children will be required to present a satisfactory 'Working With Children Check' documentation.
8. The Principal / Assistant 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.
9. 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.
10. School leadership will appropriately screen visiting speakers to ensure that proposed visitations:
  - clearly serves an educational purpose and is consistent with curriculum objectives
  - is appropriate for children or young people in the relevant age group, and
  - is consistent with the values of state education
11. The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. If in doubt, Principals should consult with the Regional Office and seek advice from the Legal Services Branch.
12. The School generally supports the practice of facilitating contact with students by approved organisations or individuals – including children's choirs, orchestras and drama groups, and sporting associations



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13. In times of major events, such as a School Performance, School Fair etc. Volunteers will sign into the school using the usual routine however, due to the number of potential people attending as part of an audience, those audience members will not sign into the school in the usual way.

## REFERENCES:

**Victorian Government Schools Reference Guide at: Section 4.16**

## REVIEW CYCLE

- This policy was last ratified by School Council March 2018 and is scheduled for review in March 2019