Visitors Policy

Date approved by School Council | 21st November 2012

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 monitors and manages 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 be required to sign a ‘Visitors’ book and will be assigned a ‘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.
- 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.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 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.
- The Education and Training Reform Act 2006 prohibits smoking in all government schools. The smoking ban applies to:
  - anyone present on school premises during and after school hours including students, teachers, contractors, parents/guardians or the wider community, such as sporting groups.
  - all activities that take place on school premises including pre-schools, kindergartens, outside school hours care, cultural, sporting or recreational activities and school fetes.
If Talent Scouts approach the school:

- The school supports activities conducted by persons or bodies providing:
  - Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after due diligence has been conducted. If necessary the Principal may consult with the School Council President if further clarification is required.
  - Student involvement should lead to experiences that enrich learning and skills development and complement their school education.
  - The individual or organisation has an appropriate record in terms of their ‘duty of care’ for young people.
  - That visits by approved organisations must be negotiated with the person in charge of the activity and be at convenient times during school hours.
  - That the provision of information to the parents of students in the relevant year levels about opportunities so that, if desired independent contact can be made.
  - Presenters will be briefed about the nature of the school and its community and should be prepared to respect the range of views held by students and families.


**Evaluation**

This policy will be reviewed as part of the school’s three year review cycle or earlier if circumstances deem it necessary.