Rationale:

- The school recognises that parental involvement in the school and the community is important to young people’s development and learning.
- Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for young people and helping them achieve academic excellence.
- Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools.
- Other visitors including employees of relevant service agencies. Guest speakers, school photographers, trades people and commercial salespeople may also be present in the school.
- 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 priority so all procedures are aimed at this goal.
- It is acknowledged that the school is an educational institution and not a public place and the safety and privacy of students and the risks posed to students is of prime concern.
- Visitors generally permitted in the school are those who clearly serve an educational purpose, those appropriate for our students and those consistent with the values of public education.
- The school will at times facilitate contact with students with students by a potential range of organisations but these are at negotiated and convenient times. Consideration will be given to the activity and whether the activity is suitable for young people, whether student involvement will lead to experiences that enrich learning skills and development and complement their school education and whether the individual or organisation has an appropriate record in terms of “duty of care”.
- Consideration will be given as to whether a particular function provided by a visitor should be carried out privately by parents and students out of school hours without the involvement of the school.
- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school and its community and should be prepared to respect the range of views held by students and their families.
- Volunteer workers must have acquired the appropriate working with children clearance.
Contact with students by approved organisations may be approved at negotiated, convenient times during school hours.

At times such sessions by approved organisations may be organised for interested students accompanied by parents using school facilities outside school hours by prior approval.

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.

School personnel will accompany children who arrive late to class and when required, will deliver messages, lunches, etc. to the classrooms at a convenient time.

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.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.

Visitors within the school who have failed to follow this process will be reminded to do so.

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.

**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 in: 2009