

Policy Document

VISITORS

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.
- Community partnerships exist at Stonnington PS with the aim of optimizing student learning outcomes. This inevitably leads to the presence of a range of visitors in the school.

Objectives

- 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, we acknowledge that it is an educational institution and not a public place, where the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, parents/guardians and carers involved in the task of delivering or collecting children at the start or end of the school day.
- The range of Visitors may typically, but not exclusively, include parent and community volunteers, guest speakers, sessional instructors, community representatives, business and service groups, prospective parents and employees, local members of Council, State and Commonwealth Parliaments, employees of relevant children's services, trades people, talent scouts for sporting and arts organizations (refer to DEECD S071-2009 Visitors Policy, Section 4.16.3), official school photographers or commercial salespeople such as booksellers and uniform suppliers.
- The *Working with Children Act 2005* requires that some people who work or volunteer in child-related work, in this case Stonnington Primary School, apply, pass and present a Working with Children Check (WWCC). Public speakers and guests to classrooms do not need a WWCC as they work with the class teacher or speak at assembly with supervising Staff present. Parents working in their own child's grade do not need a WWCC. Should a visitor be working in a grade other than that of their own child or with individual children or groups of children, without school Staff supervision, they are required to present a WWCC for copying and filing at the office, prior to commencing work.
- All people visiting the school during school hours (including parents/guardians/carer's) are required to report to the administration office to sign in/out prior to entering/exiting the school property.
- All visitors, other than those regularly timetabled, 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 registering the time of arrival and purpose of their visit, after which visitors, with the exception of parents, will be assigned a "Visitors" badge which they must wear at all times within the school.

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- 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”. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.
- School staff will attempt to make all visitors feel welcome and comfortable.
- Visitors, where deemed appropriate and necessary, will be provided with directions, and will be made aware of any situations or circumstances that may impact upon their safety or comfort.
- Based on the Visitor’s purpose for attending the school, circumstances may require that they be accompanied by a member of the school staff.
- Where deemed necessary and appropriate, parents will be notified of the above-mentioned occasions and processes for managing and monitoring visitors, such as publishing in the school newsletter and having signage posted at appropriate school entrances.
- Visitors within the school who have failed to follow any 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.

Evaluation

- This policy will be reviewed as part of the school’s four-year review cycle.

Ratification

Ratified by School Council: 24 April 2013

School Council President: Glen Noble Principal: Anne McPhee

Visitors in Schools policy guidelines from DEECD website -

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>