## Laburnum PS

# **VISITORS IN SCHOOLS**

#### **POLICY**

#### **RATIONALE**

We seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We recognise our duty of care to ensure a safe environment for our students, staff and community. We also understand our responsibility to protect and preserve our resources against theft, vandalism and misuse.

#### **AIMS**

- To provide a partnership between parents and students in their children's development
- To create strong partnerships between community services, schools, businesses and the wider community
- To establish protocols and procedures that effectively monitor and manage visitors whilst not compromising the open and inviting nature of the school

### **IMPLEMENTATION**

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority
- Visitors are defined as all people other than staff members, student teachers, students parents/guardians involved in the task of delivering or collecting children at the start or end of the day. Types of visitors may include:
  - o prospective parents, music teachers and employees;
  - o invited speakers;
  - o those conducting business such as booksellers;
  - o children's services agents;
  - o tradespeople;
  - o staff from other schools;
  - o etc.
- All visitors are required to report to the 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 are to sign out at the end of their visit and return the badge.
- Visitors will be provided with directions and a school map if required and will be made aware of any construction works etc. that may impact on their safety.
- The above process 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 and will be directed to the school office.
- 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's boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at any time of an emergency or practice drill will be recognised and included.

- All volunteers who work with children (other than their own) or paid workers are required to have a WWC check.
- The purpose of visitors coming to the school should be evaluated in regards to the potential value of the visit, whether the visit is consistent with the values of public education; whether the visit is for advertising or marketing purposes; whether the visit may cause controversy within the school or broader community; whether the visit is for educational purposes that are consistent with the school's curriculum objectives.
- All legal considerations in relation to privacy and photographing of students will be adhered to at all times

## **EVALUATION**

The school council will evaluate this policy as part of the three year cycle of policy reviews and at times

when emergency management procedures are under review.			
	This policy was last ratified by School Council in	August 2015	
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