



Mernda Primary School 0488

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.

AIMS

- 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, 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.
- Parent helpers/volunteers will also be required to sign the "Visitors" book and collect a visitors or parent helper badge from the office. At the end of their visit, the badge is to be returned and the parent/volunteer required to sign out.
- 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.
- 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.
- Visitors and volunteers are also expected to:-
 - have a current 'Working with Children's Check'. Forms can be found on www.workingwithchildren.vic.gov.au/home/resources/forms/
A copy needs to be provided and recorded at the office.

- Be good role models for all students
 - Work under the professional direction of staff and follow school policies
 - Speak in a respectful manner to all students and staff
 - Maintain confidentiality
 - Report any issues of concern to teachers/Principal
 - Keep a safe and professional distance from all students.
- School management will regularly screen visiting speakers/organisations to ensure that proposed visitations:
 - Clearly serve an educational purpose and reflect curriculum objectives
 - Are appropriate for children in the relevant age group
 - Is consistent with State education.

The school generally supports the practise of facilitating contact of students with approved organisations or individuals- including children's choirs, drama groups sporting associations and the like.

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 on – 18 th November 2013
