



ALBANY RISE PRIMARY SCHOOL

Visitors in School Policy

RATIFIED BY SCHOOL COUNCIL: 20th September 2017

REVIEW DATE: 2020

PURPOSE:

- 1.1 To provide an open and friendly learning environment, which values and actively encourages visitors to our school.
- 1.2 To recognise our duty of care to ensure a safe environment for our students and staff .
- 1.3 To recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- 1.4 To provide a safe and secure environment for our students, staff, parents and resources.
- 1.5 To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- 1.6 To ensure the school complies to legal requirements in relation to privacy, photographing of students, mandatory reporting, duty of care and protecting the rights and wellbeing of students.

GUIDELINES:

- 2.1 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, including:

Types of visitors

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- trades people
- children's services agents
- talent scouts
- instructors providing Special Religious Instruction (SRI)

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police
 - Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers):
 - checking the identification and authorisation of such persons will occur at sign in at the office
 - recording attendance of such persons will occur when signing in at the office
 - Only administration staff can facilitate their entry on to the school premises in a manner consistent with OHS and Child Safe Standards expectations and related school policies.
- 2.2 Persons or groups hiring the hall outside school hours are not Visitors for the purposes of this policy, nor are persons attending events on school grounds where the event is open to the public (eg. Fun Fiesta).
 - 2.3 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 register (sign in) and will be



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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".

- 2.4 Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- 2.5 Visitors will be provided with directions, and will be made aware of any construction works and induction processes that may impact upon their safety or comfort.
- 2.6 The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will be displayed at the office.
- 2.7 Signage directing all visitors to the office will be displayed around the school (outside).
- 2.8 Visitors within the school who have failed to follow this process will be reminded to do so.
- 2.9 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.
- 2.10 Visitors will not be permitted to provide any materials or notices to students, parents or the community without first receiving permission to do so from the Principal.
- 2.11 All visitors to the school who are interacting with students must provide evidence of a completed Working With Children Check.
- 2.12 Any programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance
- 2.13 When allowing visitors into the school, the Principal will take into consideration:
 - Safety Needs
 - Visitors Purpose
 - Educational Merit
 - Legal requirements
 - WWCC
- 2.14 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.

References:

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

Principal: _____

School Council President: _____

Date ratified by School Council: ___20th September 2017 ___

To be reviewed: _____ 2020 _____

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