

VISITORS POLICY

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. The Principal of the school is the occupier of the land and can determine who comes into the school grounds and when. Schools are not public places and parents should not attend at the school without an appointment, or in the case of an emergency they should attempt to call the school to advise that they are intending to collect their child.

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.
- To provide a school environment that is devoid of trespassers and unwelcome visitors.

Implementation:

- Our school welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises.
- Trespassers are those who have no authority and have no apparent legitimate or educational purpose for visiting the school, or those with anti-social, illegal or destructive intent.
- School Council regards the direct canvassing of students by promoters of community or commercial events or activities as generally inappropriate. The principal, if satisfied of the bona fides of such promoters, may organise more acceptable means of communicating with students.
- All visitors will adhere to the requirements of this policy and the School Council's Community Code of Practice.
- 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
 - Parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
 - Parents/guardians who are involved in classroom assistance or other activities under the direct and constant supervision of a staff member.
 - Parents/guardians attending the school for a scheduled appointment with a staff member.
- All legitimate visitors are required to report directly to the school office upon arrival at the school, to sign a visitor's register, to collect and wear a visitor's badge and to be assisted with directions or appointments.
- Visitors will be required to report to the administration office at the end of their visit to return their numbered badge and to "sign out" in the Visitors book.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Staff are required to direct any unidentified person without a visitor's badge to the school office or to report unidentified people or vehicles to the principal or assistant principal.
- Staff on yard duty are required to be vigilant and to approach or report visitors that do not display visitor's badges or are obviously trespassing.
- The school will implement its right to have people charged with trespass if necessary.

- Any visitor who breaks the law will be charged with an offence as appropriate.
- The school will establish and maintain effective relationships with the local police.
- The school community will be regularly informed about our process for managing trespassers and will be invited to assist by reporting suspicious out of school hours activities to the police.
- Security lighting and alarm systems will be well maintained.
- 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 issues that may impact upon their safety or comfort.
- Under the Summary Offences Act, 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.
- All contractors performing works in the school will be met, signed in, inducted and supervised by the school OSSA.

Evaluation:

This policy will be reviewed as part of our school's regular three-year review cycle

- This policy was last ratified by School Council in 2014.

References:

School policy and advisory guide – trespassers

<http://www.education.vic.gov.au/management/governance/spag/governance/safetyresponse/trespassers.htm>

School policy and advisory guide – safety response

<http://www.education.vic.gov.au/management/governance/spag/governance/safetyresponse/>

School policy and advisory guide - Responding to Threatening Persons

<http://www.education.vic.gov.au/management/governance/spag/governance/safetyresponse/responding.htm>

School policy and advisory guide - Citizen's Arrest

<http://www.education.vic.gov.au/management/governance/spag/governance/safetyresponse/citizensarrest.htm>