

**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 recognize our duty of care to ensure a safe environment for our students and staff and we recognize 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 monitors and manages 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 and staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members and students.
- 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 sign out in the Visitors Book. Parents/guardians involved in the task of delivering or collecting children at the start and/or end of the school day are not required to sign in as visitors. They are requested to wait in the foyer until their child is collected or delivered.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available
- Visitors may require a Working With Children Check
- Visitors will be provided with directions, an induction if necessary, 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 redirected to the school office by a staff member, where the issue will be resolved
- 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 within the school, and also has the authority to invite or exclude people from being or using 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 an emergency or practice drill will be recognized and be appropriately catered for.
- All staff need to be mindful that it is their role to protect the rights and well-being of the students. If any visitor/s is deemed to be a potential risk to students or staff, the Principal has the right to ask them to leave or exclude them.

**Evaluation:**

- This policy will be reviewed as part of the school's three year cycle and at times when our emergency management procedures are under review.

Ratified School Council: 19/02/2018