



VISITORS AND VOLUNTEERS

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 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, 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 and Volunteers' book and will be assigned a 'Visitors' badge or sticker which they must wear at all times within the school excluding visitors who remain with a staff member for the entire length of their visit. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge/sticker and to sign out in the 'Visitors and Volunteers' book.
- Volunteers at working bees and other building and grounds related activities need to sign in as a volunteer.
- 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 and volunteers within the school who have failed to follow this process will be reminded to do so.
- Volunteers working with children are required to have a valid Working with Children check and produce their card to the school office for verification.
- School community members will be encouraged to apply for a Working with Children check at the start of each year to ensure activities can operate within guidelines.
- 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 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.

REFERENCES

- References: DET School Policies and Guidelines.
- <http://www.eduweb.vic.gov.au/hrweb/employcond/res/crimcheck.htm>
- [Circular S347-2006](#) Working with Children Act 2005 and Ministerial Order 193 - Suitability for Employment (Working with Children and Criminal Records Check) Order 2006.
- <http://www.sofweb.vic.edu.au/EMERG/secmang/visit7.htm>
- Exec Memo 97/041 – Trespassers in Schools

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.