

## **VISITORS TO THE SCHOOL POLICY**

### **1. PURPOSE:**

- 1.1 To provide a safe and secure environment for our students, staff and resources.
- 1.2 To establish protocols and procedures which effectively monitor the presence of visitors, whilst not compromising the open and inviting nature of our school.

### **2.0 GUIDELINES FOR ACTION:**

- 2.1 Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- 2.2 Visitors are defined as all people *who visit the school, including parents*.
- 2.3 All visitors will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign a "Visitors" book. If the visitor is a non-school community member, they 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 "sign out" in the Visitors book and return their visitor's badge.
- 2.4 Visitors will be provided with directions, including where adult restrooms are located, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- 2.5 The process for monitoring visitors will be regularly communicated in the school newsletter and as part of the induction process for new contractors.
- 2.6 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.
- 2.7 The school's emergency management procedures will include all visitors within the school at the time of any emergency or practice drill.

### **3.0 BASIS OF DISCRETION**

- 4.1 Where the Principal has deemed it impractical, school events open to the school's community to attend will not require visitors to sign in.

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**Status: Approved by School Council 2017**

**Policy Review Date: 2020**