

POLICY: Visitors

INITIAL COPY

DRAFT REVIEW

10/06/2009

18/07/2016

Purpose

To provide a safe and secure environment for our students, staff and resources by implementing protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Guidelines

- 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.
- The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business.
- Schools are educational institutions and are not public places.
- Duty of Care in relation to the safety and privacy of students is of paramount importance, and any potential risks posed to students by visitors must be considered, minimised or eliminated.
- Whilst it is important to provide an inviting and open school, the safety of students, staff and resources must remain the highest priority.
- Chalcot Lodge Primary School has a zero tolerance to child abuse.. Child abuse includes physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. Chalcot Lodge Primary School promotes child safety within the school environment and ensures that our students are protected from abuse and neglect.

Implementation:

- The following principles will guide all adult's behaviour when undertaking child-connected work at Chalcot Lodge PS. These include:
 - the adult/child relationship should be professional at all times;
 - an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child;
 - Ensuring as far as practicable that adults are not alone with a child; and
 - an adult should not initiate or seek physical contact or contact with children outside school.
- 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 'Sign in Register' book and will be assigned a "Visitor" badge which they must wear at all times within the school to indicate that they have School Council approval to work at or beyond the school premises on school business;
- Visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book;
- All volunteers and contract workers at the school, including parent helpers, are required to have a current "Working With Children Check";
- Visitors within the school who have failed to follow this process will be reminded to do so.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and the Chalcot Lodge Handbook;
- All contractors will be given a copy of the 'Contractor Induction handbook' and a current 'Emergency Management Plan'.
- All contractors will need to complete the 'Occupational Health and Safety Job Safety Analysis' before the commencement of each minor works;
- At the commencement of each term, School Council will approve the school's 'Volunteer Workers' list;
- Where a School Council meeting has not been scheduled, School Councillors will be provided with a written list of new parent helpers for approval through a return slip;
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort;

- 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 inside or 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; and
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.

Evaluation

The Visitors Policy will be reviewed by the Principal and Assistant Principal in consultation with the Education Policy Committee, every three years or sooner if required.