**Rationale:**

- We seek to provide a 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 and productive 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 inviting nature of our schools.

**Implementation:**

- Whilst we actively encourage a welcoming and inclusive environment, 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 (before 9am) or collecting (after 3.15pm) children.
  - For example, a parent who drops their child off at school at 8.55am is deemed to be delivering their son/daughter to school at the start of the day. If that parent continues to remain in the school grounds after 9am the parent is deemed to be a ‘visitor’.
  - This includes parents who are helping in the classroom.
- 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 to “sign out” in the Visitors book.
- **Conduct of visitors:**
  - All visitors will be expected to conduct themselves in an ethical, professional and courteous manner at all times. Inappropriate language and/or behaviours will not be tolerated.
  - Visitors will be expected to agree and model our school values of Respect, Responsibility, Optimism, Effort and Integrity to all people whilst on the school grounds.
  - Visitors should not approach children for any disciplinary reasons and should discuss the situation with a teacher or the principal.
  - Visitors who work in the classroom with children should first discuss expectations with the teacher.
  - Visitors working in the classroom or on camps & excursions are expected to wear appropriate clothing. Should there be any concerns, the Principal or other teacher will have a discussion with the visitor.
  - Parents/visitors who bring children with them for their visit e.g. their own toddlers, must sign these children into the ‘Visitors’ book also. This is particularly important should there be a need to evacuate the building.
  - Comfortable and non-intimidating waiting and interviewing spaces will be made available.
Visitors who are assisting in the classroom with curriculum will be supported with adequate plans and resources to achieve curriculum outcomes.

Visitors will be provided with directions, when required 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 reminded to do so.

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. School Council agrees that the playground may be used for students out of school 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. Visitors should familiarise themselves with the emergency plans located in each classroom and administration building.

Past pupils are welcome WITH the teachers permission and between the times of 9.00am and 11.00am

**Evaluation:**

- This policy will be reviewed as part of the school’s cycle of review

This policy was last ratified by School Council in.... **2011**