



KILMORE PRIMARY SCHOOL



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## VISITORS TO SCHOOL POLICY

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### **Rationale:**

At Kilmore Primary School we seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We wish for our school to create and foster strong partnerships with community members and services with the view to opening up our learning and increase the world of possibilities for our students and the whole school community. At the same time we recognise our duty of care to ensure a safe environment for the students and staff of Kilmore Primary School, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

### **Aims:**

1. To provide a safe and secure environment for our whole school community including: students, staff, families, visitors and resources of Kilmore Primary School
2. To establish protocols and procedures that effectively monitor and manage visitors, create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of Kilmore Primary School

### **Implementation:**

Kilmore Primary School has considered the following when developing local policies and procedures:

#### ***Safety needs:***

- schools are public places
- the safety of students and staff
- potential risks posed by visitors
- the requirements for paid or volunteer workers to have a Working with Children Check.

#### ***Visitor's purpose***

- categories of visitors that will be allowed into the school and on what conditions
- potential benefits of different types of visits
- whether the proposed visit is appropriate for young people (in the relevant age group)
- whether the proposed visit is consistent with the values of public education
- whether a distinction should be made between the protocols applying to:
  - community-based, not-for-profit groups
  - visitors with commercial, advertising or marketing purpose
- the potential for a visitor to cause controversy within the school or broader community.

### ***Educational merit***

- whether the proposed visit is:
  - for an educational purpose
  - consistent with curriculum objectives
- the level of disruption to the functioning of the school in relation to the potential benefits to students
- the appropriate use of Department resources, including teachers' time.

### ***Legal requirements***

Legal considerations and Department policies concerning:

- privacy
- photographing of students
- mandatory reporting
- Children First - promoting and protecting the rights and well-being of children.

### **Typical visitors to schools include:**

- prospective parents and employees
  
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers
  - sessional instructors
  - representatives of community, business and service groups
  - local members of the State and Commonwealth Parliaments
  
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
  - trades people
  - children's services agents
  
- Visitors are defined as all people – (including parents involved in Classroom Helpers activities and excursions), other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day. This includes: DEECD personnel, professional service providers such as Psychologists, Speech Therapists, and Occupational Therapists, contractors, community agencies, Department of Human Services Representatives, any other individuals or groups, and any individuals or community groups using schools facilities.
  
- 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 in their visit. They will be assigned a "Visitor" Identification tag 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 Visitor Identification tag and to inform the administration office of their departure

- All visitors will be provided with appropriate induction at the Principal's discretion into the school Occupational Health & Safety Program.
- 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 within the school who have failed to follow this process will be reminded to do so
- 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

**Evaluation:**

- This policy will be reviewed as part of Kilmore Primary School's three year review cycle, and at times when Kilmore Primary School's emergency management procedures are under review

<b>Ratified by School Council:</b>	<b>Review Date:</b>
25 <sup>th</sup> March 2014	As per Schedule
<i>Denise Barker</i> (Principal)	Date: 28/3/2014