



## **TOOLERN VALE AND DISTRICT PRIMARY SCHOOL 2018**

**POLICY:**

**VISITORS**

**POLICY COORDINATOR:**

**THE PRINCIPAL**

### **Rationale:**

At Toolern Vale and District Primary School (TV&DPS) 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. We also 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 sign a Visitors' book including the date and time and purpose of the visit. They will be required to wear a visitor's pass for the duration of their time in 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.

Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort. Regular visitors will be made familiar with the school routine, the school Emergency Management Plan, and Occupational Health and Safety procedures.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.

Visitors within the school who fail to follow the policy and procedures will be reminded to comply.

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 TV&DPS 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.

Paid or volunteer workers are required to have a Working with Children Check if they supervise any students without being accompanied by a teacher.

**\*\* All visitors to the school are required to follow our School Code of Conduct and DET policies around Dignity and Respect. Any visitor deemed not compliant may be asked to leave the school grounds. If behaviours continue further action may be taken.**

### **Evaluation:**

This policy will be reviewed as part of the school's four-year review cycle.