



# Fish Creek & District Primary School

## Visitors Policy

Visitors are defined as all people who enter the school-grounds other than staff members, students, and parents/carers when in the act of delivering children to school or collecting children from school.

### Rationale:

- We seek to provide a safe, positive and effective 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, 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 to effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

### Implementation:

- All visitors are expected to respect the rights of all members of our school community:-
  - The right to be safe
  - The right to teach and learn
  - The right to be happy and respected
  - The right to have our property, others' property and our school's property cared for
- All visitors will be required to report to the school office prior to undertaking any activity within the school, where they will be required to sign a "Visitors/Volunteers" 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.
- 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 (where possible).
- Visitors within the school who have not followed this process will be requested to do so.
- 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 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.

This policy was last ratified by School Council on

15/10/13

Review Date

2016