



Visitors Policy

AIM

To provide a safe and secure environment for all of our students, staff and resources and to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.



RATIONALE.

Schools are educational institutions and are not public places. However, Merrijig Primary School recognises that the involvement of parents/carers and others from the community can play an important role in children's development and learning. It is also acknowledged by Merrijig Primary School that there are potential risks in allowing visitors into schools, including those who are members of students' families or members of the local community.

Therefore this policy seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. Whilst at the same time recognising our duty of care to ensure a safe environment for our students and staff, and our responsibility to protect and preserve our resources against theft, vandalism and misuse.

DEFINITION

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

Guest Speakers / Presenters - Guidelines

When inviting speakers and presenters into the school the following must be considered:

- does their visit serve an educational purpose consistent with curriculum objectives
- is the presentation appropriate for the age of the audience

Parental permission may be necessary for some presentations that are:

- religious in nature
- include explicit sexual content
- potentially offensive to some cultures, religious groups

Criteria for determining the need for a particular visitor or guest speaker to attend the school

- the visit serves an educational purpose and is consistent with curriculum objectives

- is appropriate for children or young people in the relevant age group
- is consistent with the values of public education
- the potential benefit to the school community of the visit
- the potential for a visitor to cause controversy within the school or broader community
- the level of disruption to the functioning of the school in relation to the potential benefits to the students
- the appropriate use of DEECD resources, including teachers' time
- the safety of students, staff and visitors in the event of an emergency situation at school.

IMPLEMENTATION

General Requirements for Visitors to Schools:

1. A visitor is defined as any person listed in the above definitions.
2. Under the *Working with Children Act 2005*, volunteers or paid workers in the school are required to have a Working with Children Check.
3. Staff should inform reception of expected visitors so that they can be directed to the correct staff member for immediate collection.
4. All visitors shall report to the school office when arriving or leaving the school premises. Visitors are required to sign the log in book when both arriving and leaving, including printing their name, signing, and recording the date and times and purpose of the visit. The Child Safety Code of Conduct must be read and understood before accessing the school.
5. On arrival all visitors shall be requested to wear an appropriate form of identification when on school premises. This must be returned when exiting the school.
6. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
7. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
8. All school visitors must comply at all times with DEECD policies, administrative rules and school regulations.

Visitors to Classrooms or Other Instructional Areas:

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - remaining in a designated place or seat
 - refraining from speaking to students while the class or activity is in session
 - refraining from entering or leaving the area while an activity is underway
 - requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - requiring that the visitor be chaperoned
 - limiting the duration of the visit to particular times or length of time
 - limiting the activities of the visitor to a particular purpose(s)

- designating particular routes of travel in the building or upon the school grounds.
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.
 4. Parents/carers wanting to purchase uniform items will need to make arrangements with Office Manager.

Special Situations

5. Both custodial and non-custodial parents of a Merrijig Primary School student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
6. The school principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

EVALUATION

Policy will be reviewed every three years

Reviewed: 2018

Next Review: 2021

Related Documents.

- *Working with Children Act 2005.*
- *Child Safety Code of Conduct*