

	Policy Name:	Visitors Policy	Date of Approval:	2018
	Responsible:	Leadership Team	Review Date:	2021

VISITORS POLICY

PURPOSE:

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. We aim to provide a safe and secure environment for our students, staff and resources by implementing protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

DEFINITION:

- 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.
- Visitors to schools may include, but are not limited to:
 - 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

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police.
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).

IMPLEMENTATION:

- The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business. It is important that we invite these visitors in to our school to provide the best possible learning environment and opportunities for our school.
- Duty of Care in relation to the safety and privacy of students is of paramount importance, and any potential risks posed to students by visitors must be considered, minimised or eliminated.

- The following principles will guide all adults/visitors when undertaking child-connected work at Tyabb Primary School. These include:
 - Ensuring as far as practicable that adults/visitors are not alone with a child;
 - The adult/child relationship should be professional at all times;
 - The adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child;
 - An adult should not initiate or seek physical contact or contact with children outside school.
- 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" using the Ipad Flexibuzz System or Visitor Register. During this process they will be assigned a numbered "Visitors" lanyard 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 numbered lanyard and "sign out".
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter. School staff will be vigilant in requesting visitors that do not display a lanyard to report immediately to the office.
- Signs directing all visitors to the school office are prominently displayed at school entry points.
- All volunteers and contract workers at the school, including parent helpers, are required to have a current "Working With Children Check". These will be checked on signing in. At the commencement of each term, School Council will approve the school's 'Volunteer Workers' list.
- All visitors signing in will be made aware of their OHS responsibilities and their requirements to abide by the Tyabb Primary School Child Safe Policy and Code of Conduct. These policies and procedures will be in place and available/visible to visitors.
- Tyabb Primary School has a zero tolerance to child abuse. Child abuse includes physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. Tyabb Primary School promotes child safety within the school environment and ensures that our students are protected from abuse and neglect.
- All contractors will be given a copy of the 'Contractor Induction handbook' which includes a current 'Emergency Management Plan'. All contractors will be required to complete an OHS induction, induction checklist and a 'Occupational Health and Safety Job Safety Analysis' before the commencement of each works.
- Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Under the Summary Offences Act, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining in the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- Tyabb Primary School's emergency exits and emergency management plans and procedures are available/visible to visitors. 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.

REVIEW CYCLE:

This policy was dated on 6th May 2018 and is scheduled for review in May 2021.

REFERENCES:

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>