



# Visitors Policy

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Policy Name	Visitors	Approved	Wednesday 12 <sup>th</sup> September 2018
Responsibility	Principal/Business Manager	<b>Date last updated</b>	Wednesday 12 <sup>th</sup> September 2018

## Rationale

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, 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 that effectively monitor and manage 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 priority.
- 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 be required to sign in via Passtab and assigned a 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 lanyard and to “sign out” in via Passtab.
- Visitors to the school will take part in an induction process.
- All visitors will be required to have their “Working With Children Check” card or VIT card with them.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- A summary of the above mentioned process for managing and monitoring visitors will be regularly published and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966, 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.

## Resources


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


## Evaluation

This policy will be reviewed as part of the school’s three year review cycle and/or per local school agreement.

## CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday 12<sup>th</sup> September 2018.

Signed.....  
School Council President

Signed.....  
Principal