

VISITORS

POLICY

YARRAMAN OAKS PRIMARY SCHOOL

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 monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- Ensure student privacy

Implementation:

- 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 eg. Visiting Teachers, Student Teachers, Work Experience, Canteen Assistants, Contractors, Invited speakers and artists & External Providers
- 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 on the iPad Visitor Management System 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” on the iPad Visitor Management System.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Contractors are expected to collect a badge and meet the following requirements –
 - Provide proof of suitable qualifications
 - Provide evidence of compliance with relevant Regulations and Codes of Practice
 - Are made aware of the schools safety requirements and procedures
 - Advise the school of where they are working each day.
 - Those working during school hours must provide a Working With Children’s Check.
- Staff on yard duty are required to be vigilant and to approach or report visitors who do not display visitors badges
- Children will be encouraged to report any visitor without a badge to a teacher.
- 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. Schools are not public places.

- 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.
- Office staff will collect the Visitors register in case of evacuation
- Where possible parents will be notified in advance about visitors through the school newsletter and/or incursion notices.
- Visits by agencies undertaking talent scouting eg. choirs will be undertaken at a time appropriate and convenient to the school and where the school feels that student involvement will lead to experiences that enrich learning, skills, development and complement their school education.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in....

March 2019