

## Visitors to the School Policy

### Policy Statement

To provide a safe and secure environment for students, staff and resources.

To establish and enact protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

### Rationale

- Croydon Hills Primary seeks to provide an open and friendly learning environment which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for students and staff and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

### Implementation

- **Visitors** are defined as all people, other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.
- All visitors are required to report to the administration office prior to undertaking any activity within the school, including classroom helpers, where they will be required to sign in using Compass and be provided with a receipt or the "Visitors Register" and receive 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 sign out of Compass or return their badge and to "sign out" of the Visitors Register.
- School functions involving large numbers of visitors (particularly parents and other family members), such as school assemblies, sports day, concerts, open days and the like are precluded from the above signing in procedures.
- All contractors must present identification and complete necessary documentation in relation to their work at the school when they report to the administration office prior to undertaking any activity within Croydon Hills Primary during school operating hours
- Volunteers working in any capacity with children will be required to produce evidence of a current appropriate "Working with Children" certification.
- Canteen volunteers must sign in the canteen register.
- Visitors will comply with Government Legislation in regards to no smoking on school grounds.
- Visitors will be provided with appropriate directions by the office staff, and will be made aware of any construction works or issues that may impact upon their safety or comfort whilst in the school grounds. This includes school procedures governing entry and behaviour on school grounds and any restrictions that may be imposed.
- 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. The principal 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 catered for in an appropriate manner.
- Visitors within the school who have failed to follow this process will be reminded to do so.

- **Visitors to the school are expected to:**

- treat all persons associated with the school with respect and courtesy
  - make appointments, wherever possible, in advance rather than expecting to obtain an interview immediately should they wish to speak to a member of staff
  - leave the school grounds if requested by the Principal or nominee
  - allow staff to supervise and manage students without interference
  - never directly approach another person's child, as the school will deal with any issues between students as part of the school's *Student Management, Parent Complaints and Concerns* and *Welfare* policies
  - discuss issues or concerns about the school, staff or students through the correct procedures
  - request permission to enter the school when they have a lawful excuse, but beyond the normal expectations of daily school operations
  - follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed
  - act as positive role models for all students
  - work under the professional direction of staff, following school policies
  - maintain confidentiality
  - report any issues of concern to staff (and not directly intervene)
  - discuss issues or concerns about the school, staff or students through the correct procedures as part of the school's *Student Management, Parent Complaints and Concerns* and *Welfare* policies
- **The Principal (or his nominee) may order a person to leave the school premises if they reasonably suspect that the person:**
    - Has used or is about to use threatening, abusive or insulting language, or threatening or violent behaviour towards any person on the school premises.
    - Has committed or is about to commit an offence.
    - Has brought onto school premises any item that is prohibited.
    - Has or is about to adversely affect the safety or welfare of persons on the school premises.
    - Has or is about to cause damage to property that comprises or is located at the school premises.
    - Has otherwise disrupted or is about to disrupt the orderly operations of the school.
    - Has, without authorization, entered school property outside normal school operating hours .
    - Has no reasonable grounds for being in attendance at a scheduled school event.

## References:

School Policy Advisory Guide – Visitors in Schools March 2015

School Policy Advisory Guide – Volunteer Checks October 2013

Croydon Hills Primary School policies: Student Management; Parent Complaints and Concerns; Welfare

Working With Children's Check guidelines

School's Emergency Management Plan

## Review

As part of the school's cyclic review process and at times when our emergency management procedures are under review.