

VISITORS' POLICY

RATIONALE

To ensure schools effectively manage visitors to school premises

PURPOSE

To ensure that all persons who are on the school grounds have a valid and legitimate reason to do so and to ensure that the safety of student and staff is maximised.

BROAD GUIDELINES

1. All visitors to the school shall be directed to the office where they will be required to enter their name, signature, the date and time and the purpose of the visit in the Visitors Book on arrival and sign out on departure.
2. Visitors to the school will wear an approved Visitor's Badge.
3. Where possible prior approval will be gained from the school administration, the leadership team or teaching staff prior to the visit.
4. Acceptable visitors will include:
 - a. Parents/guardians, prospective parents/guardians and employees
 - b. DEECD employees
 - c. Volunteers
 - d. Invited speakers, consultants and educational leaders
 - e. Sessional instructors
 - f. Representatives of the community, business and service groups
 - g. Local members of State and Federal parliaments
 - h. Business representatives relevant to school needs
 - i. Children service agencies
 - j. Trades persons
5. All visitors who are working with children will require a Working With Children's Check.
6. Any person who is on the school grounds without a valid reason will be asked to leave immediately, if they do not do so they will be issued with a Trespass Order.

EVALUATION

This policy will be evaluated on an annual basis by School Council.

This policy was approved at School Council Meeting on: *19 November 2013*