

VISITORS POLICY

Aim

To provide a safe and secure environment for all of our students, staff and resources and to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Rationale

Melton Specialist School recognises that the involvement of parents/carers and others from the community can play an important role in children's development and learning.

Our School is a child safe environment and we actively promote the safety and wellbeing of all students. All persons are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards.

Definition

Typical visitors to schools include:

- 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:

- official school photographers
- commercial salespeople
- trades people
- children's services agents

Implementation

General Requirements for Visitors to Schools:

- Visitors to the school are required to have a Working with Children Check.
- All visitors shall report to the school office when arriving and leaving the school premises. Visitors are required to sign in when both arriving and leaving using Compass Kiosk.
- All visitors will be issued with a Pass.
- All visitors must comply at all times with DET and school policies.
- All visitors are required to comply with the schools Statement of Values
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek approval of the school principal, prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by 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.

- Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.
- The school principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Related Documents: *Working with Children Act 2005.*

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Certification

This policy was endorsed by school council at the meeting held on 23rd August 2016

Principal

Evon Savage
EVAN SAVAGE

School Council President

Eleanora Gillard 23/8/16
Eleanora Gillard

