

Eltham Primary School

Visitors to School Policy

Rationale:

The purpose of this policy is to provide a safe and secure environment for our students, staff and resources by establishing guidelines and procedures in relation to visitors to the school that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of the school.

The school, as part of the wider community, seeks to provide an open and friendly learning environment where appropriate visitors are valued and their presence is actively encouraged. At the same time we recognise our duty of care to ensure a safe environment for our students and staff and our responsibility to protect our resources against theft, vandalism and misuse.

Aims:

To provide a safe and secure environment for our school community including: students, staff, families, visitors and resources of Eltham Primary School.

To establish protocols and procedures that effectively monitor and manage visitors, create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of Eltham Primary School. Visitors include volunteers, parent helpers, guest speakers, activity or sport providers, consultants and contractors.

Visitors to the School are expected to:

1. Treat all persons associated with the school with respect and courtesy.
2. Wherever possible, make appointments in advance rather than expecting to obtain a meeting immediately, should they wish to speak to a member of staff.
3. Leave the school grounds if requested by the Principal or nominee.
4. Comply with government legislation in regards to no smoking or alcohol on school grounds.
5. Allow staff to supervise and manage students without interference.
6. Never directly approach another person's child as the school will deal with any issue between students as part of the schools Wellbeing Policy.
7. Discuss issues or concerns about the school, staff or students through correct procedures.
8. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
9. Act as positive role models for all students.
10. Maintain confidentiality.
11. Report any issues of concern to staff.

Implementation:

1. The Principal has operational responsibility in relation to the visitors who are allowed into Eltham Primary School, for what purpose and on what conditions. All visitors to school are there at the discretion of the Principal.
2. All visitors during school hours are required to register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date, times and purpose of the visit. They will be given a visitors badge and must wear it for the duration of the visit. A visitor not wearing a current badge may be questioned as to the reason for their presence by staff, students or parents. They may be escorted to the office to sign in and obtain a current visitors badge.
3. Parents or guardians picking up children early are required to sign in and out in the student late arrivals/early dismissal book.
4. In the event of an emergency, while they are on school grounds, visitors will follow instructions given by any member of school staff.
5. When visiting a classroom, parents accept the authority of the teacher and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity.
6. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a current Working with Children Check. All visitors to the school, having direct contact with children, will be required to possess a Working with Children Check (WWCC). A register of WWCC is maintained by the school and is kept in the office.
7. Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
8. Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to the event that visitors will be taking photographs.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle
This policy was last ratified by School Council on 16 June, 2015.