

# VISITORS POLICY

## **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.

## **Implementation:**

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people who seek to enter our school *other than* staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of Northcote Primary School day.
- Visitors, other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit Northcote Primary School.
- All visitors will be required to report to the administration office prior to undertaking any activity within Northcote Primary School, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within Northcote Primary 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" in the Visitors book.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors may require a Working with Children Check – see *WWC Check policy*.
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in Northcote Primary School newsletter, and will appear at all school entrances.
- Visitors within Northcote Primary School who have failed to follow this process will be redirected to Northcote Primary School office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within Northcote Primary School, and also has the authority to invite or exclude people from using or being within Northcote Primary School boundaries outside school operating hours.
- Northcote Primary School's emergency management procedures will ensure that visitors within Northcote Primary School at the time of any emergency or practice drill will be recognised and be appropriately catered for.

## **Evaluation:**

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

This update was ratified by School Council.....

References:

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>

<https://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>