



VISITORS POLICY

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	2015
School Council Ratified:	Nov 2015	Next review:	2018

PURPOSE

To establish protocols and procedures that effectively encourages, monitors and manages visitors, whilst maintaining the open and inviting nature of the school.

To provide a safe and secure environment for our students, staff, parents/guardians and visitors.

To provide a framework that complies with DET policy and guidelines for visitors in schools.

POLICY STATEMENT

We believe that:

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

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.

IMPLEMENTATION

Visitors are defined as all people other than staff members, students, parents/guardians directly involved in the task of delivering or collecting children at the start or end of the school day.

All visitors will be required to report to the administration office prior to undertaking any activity within the 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 the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and sign out in the 'Visitors' book.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, website and Tiqbiz App.

Visitors within the school who have not followed this process will be reminded to do so.

Under the summary offences Act 1966 and subsequent amendments, the principal reserves the right and has the authority to prohibit any potential visitor(s) from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school boundaries outside school hours.

VISITORS POLICY

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practise drill will be recognised and will be appropriately catered for.

EVALUATION & REVIEW

The Rosanna Primary School Visitors Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

DET School Policy & Advisory Guide (Visitors)

[http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitors in school.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitors%20in%20school.aspx)

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