



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.
- To actively encourage an inviting and open school with the safety of our students, staff and resources remaining our highest priority.

Implementation:

- Visitors are defined as all people other than staff members, students, and parents/guardians 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 in a Visitors Book. Similarly, visitors will be required to report to the administration office at the end of their visit to sign out in the Visitors Book.
- All classroom visitors must have a current *Working With Children's Check*.
- All NDIS (National Disability Insurance Scheme) providers must adhere to the following;
 - The provider is to make personal contact with the Principal re the possibility of working within the school with a specific student
 - Principal and provider to discuss the specific expectations unique to our school
 - Clear guidelines are to be set by the Principal (no contact with other students, the visit cannot interrupt the students, teachers or lessons,
 - The parent is to be contacted by the Principal prior to the visit
 - Agreement to work in the school will be at the Principal's discretion
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor 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 operating hours.
- 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.
- When Incursions take place Duty of Care and Supervision is the direct responsibility of the classroom or specialist teacher. They must remain with the students for the entire duration of the incursion.

Working With Children Check

Visitors are required to present their WWC Check to the Business Manager. The Business Manager sights, copies, keeps on file, reviews and updates all WWC Checks on a 'Working With Children Check Register.' The presentation of WWC Check cards is conducted for all new visitors to the school and annually for return visitors.

Evaluation:

- This policy will be reviewed as part of the school's annual review cycle, and at times when our emergency management procedures are under review.