



# Visitors To School

## Rationale

Croydon Hills Primary seeks to provide an open and friendly learning environment which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for students and staff of Croydon Hills Primary, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

## Policy Statement

- To provide a safe and secure environment for students, staff and resources of Croydon Hills Primary.
- To establish protocols and procedures that effectively monitor and manage visitors to the Croydon Hills Primary, whilst not compromising the open and inviting nature of Croydon Hills Primary.

## Implementation

- Whilst Croydon Hills Primary actively encourages an inviting and open school, the safety of the students, staff and resources of the Croydon Hills Primary remain our highest priorities.
- **Visitors** are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.
- All visitors to Croydon Hills Primary are required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors Register" 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 to "sign out" in the Visitors Register.
- School functions involving large numbers of visitors (particularly parents and other family members), such as Croydon Hills Primary assemblies, sports day, school concerts, open days and the like are precluded from the above signing in procedures.
- Maintenance contractors and the like will be required to present identification and complete necessary documentation in relation to their work at the school when they report to the administration office prior to undertaking any activity within the Croydon Hills Primary.
- Volunteers working in any capacity with children will be required to produce evidence of an appropriate "Working with Children" certification.
- Canteen volunteers must sign in the canteen register.
- Classroom volunteers must sign in at the office and get a visitors badge.
- Visitors will be provided with appropriate directions by the office staff, and will be made aware of any construction works or issues, etc that may impact upon their safety or comfort whilst in the school grounds.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at the school entrance. 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 or nominee 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 Croydon Hills Primary's emergency management plan and 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 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 an interview 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, investigate and manage students without interference.
6. Never directly approach another person's child as the school will deal with any issues between students as part of the Croydon Hills Primary's Student Management and Welfare policies.
7. Discuss issues or concerns about the school, staff or students through the correct procedures.
8. Request permission to enter the school when they have a lawful excuse.
9. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
10. Act as positive role models for all students.
11. Work under the professional direction of staff, following school policies.
12. Maintain confidentiality.
13. Report any issues of concern to staff (and not directly intervene).

**The principal (or his/her nominee) may order a person to leave the school premises if they reasonably suspect that the person:**

- Has used or is about to use threatening, abusive or insulting language, or threatening or violent behaviour towards any person on the school premises.
- Has committed or is about to commit an offence and is therefore not abiding by the "conditions of use" for entry to the school premises (See attachment)
- Has brought onto school premises any item that is prohibited.
- Has or is about to adversely affect the safety or welfare of persons on the school premises; or
- Has or is about to cause damage to property that comprises or is located at the school premises.
- Has otherwise disrupted or is about to disrupt good order on the school premises.
- Has entered school property after sunset without authorisation or for a scheduled school event

**Responsibility**

- Visitors to the Croydon Hills Primary are responsible for ensuring that they follow the procedures for signing into and out of the Croydon Hills Primary and for ensuring that they comply with the expectations that apply to them as visitors to the Croydon Hills Primary
- Office staff are responsible for issuing visitors with a "Visitors Badge" and having them sign in and out through the "Visitors Register".
- Staff are responsible for ensuring that any persons invited to visit the Croydon Hills Primary are made aware beforehand of the procedures and protocols associated with visiting the Croydon Hills Primary, including the signing in procedures.
- Staff are responsible for ensuring visitors helping them sign in at the office and wear a visitors badge.
- The Principal or his/her nominee 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.

## **References**

The policy will be evaluated as per the determined policy review cycle or as required by DEECD policy.

## **Review**

This policy was adopted at School Council meeting on 19/8/2009.

This policy shall be reviewed in 3 years and updated if required