

## Visitors In Schools

### 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.
- Buangor Primary School is cognisant of its obligations under the Child Safe Standards (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that visitors do not pose a risk to child safety.

#### Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures which effectively monitor and manage 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 remains our highest priority.
- Any visitors who have direct contact with children including oral, written or electronic communication (as well as face to face and physical contact) will require a WWC check.
- Anyone engaging in 'child-related work' as part of their role or duties, whether an employee, volunteer, visitor or contractor must have a WWC check regardless of whether they are being supervised by a teacher or another adult with WWC check.
- All visitors will be required to sign a Visitor's Book as they enter the school and sign out upon leaving; unless they are parents/guardians attending a weekly school assembly.
- If visitors present information to students, staff organising the presentation must inform the Principal, or in his/her absence the Acting Principal, of the nature of the presentation prior to the visit.
- Visitors may require a Working with Children Check.
- 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 own safety or comfort.
- The above mentioned process for managing and monitoring visitors will be published annually in the school newsletter and on the school website.
- Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal, or in his/her absence the Acting 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 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.

#### Evaluation:

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

This policy was last ratified by School Council in **November 2016.**

**This policy was amended in September 2017**