



Penshurst Primary School 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, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- Penshurst 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.
- To ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in section 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*: elected government, the rule of law, equal rights before the law, freedom of religion, freedom of speech and association, the values of openness and tolerance.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority.
- 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.
- If visitors present information to students, staff organising the presentation must inform the Principal of the nature of the presentation prior to the visit.
- All visitors will be required to sign a Visitors' book and may be assigned a Visitors' badge which they must wear at all times within the school if they do not have their own identification badge. Visitors will be required to sign out of the Visitors' book and return their badge before leaving the school.
- At special school events, several Visitors' books will be available at school entry points. At all other times, Visitors' Books will be located at the office.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors may require a 'Working with Children Check' – see Working with Children 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 published annually in the school newsletter.
- School signage will direct visitors to the General Office.
- 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 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.

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 PPS School Council in....

August 2017

Reference: <http://www.vrqa.vic.gov.au/childsafepages/resources.html>