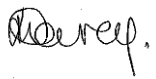



Woori Yallock Primary School

School Number: 1259



Visitors Policy

Date Implemented	21/9/2018
Author	Felicity Curnow
Approved By	School Council
Approval Authority School Council President: (Signature & Date)	 21/9/2018
Approval by Principal or Nominee	 21/9/2018
Responsible for Review	Assistant Principal
Review Date	21/09/2021
References	

PURPOSE

To outline the processes that Woori Yallock Primary seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community business and service groups, DET personnel, official school photographers and commercial sales people.

We recognise our duty of care to provide a safe environment for all the students, staff and parents of Woori Yallock Primary School.

SCOPE

This policy aim is to provide a safe and secure environment for the students, staff, parents and resources at Woori Yallock Primary School. To establish protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Woori Yallock Primary School.

IMPLEMENTATION

School Protocol

- Visitors are required to report to the School Office if undertaking any activity within the school during school hours. Any visitor wishing to speak to a student must do so through a school staff member first.
- Visitors are required to sign the 'visitor sign in' book and will be assigned a visitors sticker which they must wear at all times within the school. They are required to report to the school office at the end of their visit to 'sign out' of the visitor's book.
- Sales people and those delivering goods will be directed appropriately by the school Administration staff.
- Visitors providing services to the school such as trades people and consultants who may work independently of school personnel, will be asked to present their Working with Children's Check (WWCC) in accordance with the Working with Children Act 2005; observe the school 'sign in' and 'sign out' procedures; wear a 'visitor sticker' at all times and observe the school's Occupational Health and Safety procedures while on site.
- Parents who volunteer for excursions/incursions require a Working with Children Check (WWCC), a copy of which is to be provided to the School Administration.

Volunteers

- Volunteers are required to sign in the 'visitors' book and will be assigned a 'Visitor sticker' which they must wear at all times within the school. They are required to report to the school administration at the end of their visit to 'sign out' in the visitor book.

Visitors

- Visitors such as parents and community members are actively encouraged to participate in school activities and will be invited to do so through the School Newsletter and website, notices, written invitations and personal approaches as well as informally through conversations and opportunities.
- Visiting speakers are in attendance by invitation only. They will be briefed about the nature of the school and its community by the Principal, Assistant Principal or Teacher in Charge and should be prepared to respect the range of views held by our students and their families.
- The principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (eg; music lessons) during school hours.
- The school administration office is the school's major public space and parents are welcome to visit this area at any time to
 - Organise the collection of their child/children by filling in any late/early leavers pass
 - Make appointments to see staff
 - Make enquiries about school operations
 - Pay accounts or complete other tasks that require the support of our Administration staff or members of the Leadership team.

Risk Management

- Visitors and volunteers entering the school will be provided with directions, and made aware of any construction works which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the Teacher in Charge of organising the visit will provide this advice.
- The school's Emergency Management Procedure will ensure that visitors within the school at the time of emergency or practise drill will be identified and directed appropriately.

Unauthorised visitors

- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds.
- Under the Summary Offence Act 1996, 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's boundaries outside school operating hours.

NB: For the purpose of this policy, 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.