

**Holy Family Primary School
GOWRIE**



**VISITORS TO THE
SCHOOL**

Policy



Visitors to the School Agreed Practice

Related Policies

CE Child Protection Mandatory Reporting Policy
CE Legal Responsibilities and Authority
CE Workplace Health and Safety ACT *under review*

Purpose

A school must balance the need for the safety of students and staff with the need to be open to the community. While the needs of the students and staff are our prime responsibility, we need to make other people feel welcome and to capitalize on the contribution these people make to our school. Therefore, this policy sets out the expectations for behaviours related to people visiting Holy Family Primary School.

Policy

All visitors to Holy Family must be accompanied at all times. Approval for the visit must have been given by the appropriate school authority (Principal/Assistant Principal) and all those to be 'visited' must have been fully informed and have given their consent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

Definitions

Visitor

Anyone visiting the school that is not immediately officially involved in the school operation. Safety and duty of care regulations are to be observed at all times. It is imperative that visitors to Holy Family review the evacuation plan upon their arrival.

Procedures

To ensure the safety of members of the school community, only authorised people are allowed on the premises.

Visitors to the school – people who are not students or staff – must sign the visitors' book in the foyer, carry on them their Working With Vulnerable People Card and write their WWVP number in the book, and must wear a STICKER that identifies them.

Visitors fall into four areas:

- Parents and others who assist with educational, cultural and similar programs;
- Parents and others working on programs such as canteen or uniform shop;
- Tradespeople attending to various needs identified by the school; and
- Authorised presenters for sporting, cultural and related programs.

Unless these people are already wearing a clear identifying name badge, they must wear a sticker provided by the school.

Occasional visitors (e.g., visitors during the enrolment period) are not expected to sign in or to wear a sticker, but their movement must be restricted to the foyer area and school Hall (for Assemblies), unless accompanied by an authorized staff member.

If any staff member sees a person in the school, not wearing an approved sticker, this person is to be asked to go to the front office to sign the Visitors' Book and obtain a sticker. If there is any problem, the Principal is to be notified immediately.

Parents cannot assist within the school unless they possess a Working With Vulnerable People card or have signed a Statutory Declaration.

References

Nil

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	2013
Policy last Updated:	May 2014
School Contact Officer:	Anne-Marie Marek