



VISITORS POLICY

FEBRUARY 2018

1. **PURPOSE**

We aim to provide a safe and secure environment for our whole school community including students, staff, families and visitors. In order to achieve this purpose, we must establish protocols and procedures that effectively monitor and manage visitors and create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of St Patrick's Primary School.

2. **POLICY STATEMENT**

At St Patrick's Primary School we seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We wish to create and foster strong partnerships with community members and services, with the view to opening up our learning and increase the world of possibilities for our students and the whole school community. At the same time we recognise our duty of care to ensure a safe environment for the students and staff of St Patrick's, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

3. **SCOPE**

This policy applies to all visitors to St Patrick's.

4. **GUIDING PRINCIPLES**

In developing this policy, St Patrick's Primary School has considered the following guiding principles:

i. **Safety needs**

- a. The safety of students and staff.
- b. Potential risks posed by visitors.
- c. The requirements for paid or volunteer workers to have completed a Working with Children Check Clearance Number and Declaration Form.

ii. **Visitor's purpose**

- a. Categories of visitors that will be allowed into the school and on what conditions.
- b. Potential benefits of different types of visits.
- c. Whether the proposed visit is appropriate for young people (in the relevant age group).
- d. Whether the proposed visit is consistent with the values of Catholic education.
- e. Whether a distinction should be made between the protocols applying to:
 - Community-based, not-for-profit groups.
 - Visitors with a commercial, advertising or marketing purpose.
 - The potential for a visitor to cause controversy within the school or broader community.

iii. **Educational merit**

- a. Whether the proposed visit is for an educational purpose and/or is consistent with curriculum objectives.
- b. The level of disruption to the functioning of the school in relation to the potential benefits to students.

- c. The appropriate use of the school’s resources, including the teachers’ time.
- iv. Legal requirements: Legal considerations and school policies concerning:
 - a. Privacy.
 - b. Photographing of students.
 - c. Mandatory reporting.
- v. Typical visitors to schools include:
 - a. Prospective parents and employees.
 - b. Those who are addressing a learning or developmental need, such as:
 - Parent and community volunteers.
 - Invited speakers.
 - Sessional instructors, e.g. gymnastics, music.
 - Representatives of community, business and service groups.
 - Local members of the State and Commonwealth Parliaments.
 - c. Those who are conducting business such as:
 - Uniform suppliers.
 - Booksellers.
 - Official school photographers.
 - Commercial salespeople.
 - Trades people.
 - d. Children’s services agents.
 - e. Talent scouts.

5. RESPONSIBILITIES

- i. All visitors are required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign in their visit. They will be assigned a “Visitor” identification badge which they must wear at all times within the school. Visitors will be required to report to the administration office at the end of their visit to return their visitor identification badge and to inform the administration office of their departure.
- ii. Visitors will be provided with directions and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- iii. Visitors within the school who have failed to follow this process will be reminded to do so.
- iv. Under the Summary Offences Act 1966, the Principal reserves the authority to prohibit any potential visitor from entering or remaining within the school, and the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- v. 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.

6. BUDGET

The school will make provision each year in its annual budget to ensure that any resources required for effective implementation of this policy are available.

7. NEXT REVIEW DATE

This policy will be reviewed in 2021 in consultation with relevant staff.

8. **DEFINITION**

Visitor: Any person, other than staff members and students, who enters the school property.

9. **LEGISLATIVE / PROFESSIONAL GUIDELINES**

“Child protection reporting concerns for children”. Catholic Schools Office, Diocese of Maitland-Newcastle, November 2014.