



Visitors POLICY

Mount Pleasant Road Primary School

A. Rationale:

- A.1.** We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school for educational or business purposes. At the same time, we recognise our duty of care to ensure a safe and secure environment for our students and staff and our responsibility to protect and preserve our resources against theft, vandalism and misuse.

B. Aims:

- B.1.** To provide a safe and secure environment for our students, staff and resources.
- B.2.** To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- B.3.** To create strong partnerships between our school and parents, families, community services, the broader community, philanthropic organisations and businesses.
- B.4.** To ensure that visiting speakers clearly serve an educational purpose consistent with curriculum objectives and that the content is appropriate for children in the relevant age group and consistent with the values of public education.
- B.5.** To ensure that the visit will be of benefit to the school community and an appropriate use of time and resources.

C. Implementation:

- C.1.** 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.
- C.2.** During school hours, all visitors must first report to the main office and register the following in the Sentral Kiosk – name, role (e.g. parent, company, Pre-Service Teacher), signature, date, arrival time and purpose of visit.
- C.3.** 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.
- C.4.** All visitors must wear a distinguishing badge appropriate to their purpose e.g. Visitor / Pre-Service Teacher/ Volunteer (discretion may be used if the visitor will be escorted by a staff member for the entire visit). These are available at the reception counter.
- C.5.** Visitors will be provided with directions (an induction conducted according to OHS requirements) and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- C.6.** Before leaving, the visitor will report to the office to record the departure time in the Sentral Kiosk and return the badge if issued.
- C.7.** Visitors are encouraged to have a Working With Children Check – see WWCC policy.
- C.8.** 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.
- C.9.** 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 appropriately catered for.
- C.10.** Parents will be notified in advance of visitors who will be working with students (excluding Pre-Service Teachers, Casual Replacement Teachers, regular volunteers and parent helpers).
- C.11.** All relevant legal considerations and DET policies concerning privacy, the photographing of students, mandatory reporting, and Child First (an organisation which promotes and protects the rights and well-being of children) will be adhered to.
- C.12. External Providers:**
- C.13.** The co-ordinator of a booked presentation will ensure that the material meets curriculum goals, is age appropriate and consistent with the values of public education. The co-ordinator will brief the presenter

about the nature of the school and its community so that he/she can be prepared to respect the range of views held by students and their families. Refer also to the Incursion Policy

- C.13.1.** External providers may visit the school to provide a service such as instrumental teachers and gifted and talented programs. School Council will minute approval for the external provider once they have considered all relevant information.
- C.13.2.** Prior to commencement of a program by an external provider the school will ensure that the external provider has current public liability insurance, that staff have the correct qualifications and/or experience for their specific role/s and a documented system is in place to ensure that students are in visible spaces throughout the school.
- C.13.3.** Before commencing the program the external provider is to undertake an induction program which will outline all legal obligations, provide relevant school policies such as Student Wellbeing and First Aid and explain school operating procedures including student behavioural expectations, the professional approach to students in our school which is expected at all times and the expectations of the provider should emergency procedures be put into place. When working with an external provider the students will work in groups in designated and visible workplaces through the school.
- C.13.4.** Clear guidelines will be put into place regarding financial commitments by parents for providers who charge for their services. All contact and correspondence regarding this will be between the provider and the parents and not through the school.
- C.13.5.** Information will be provided to parents by the external provider to ensure they understand that students may undertake the activity during normal school hours and during some recesses and lunch breaks.
- C.13.6.** External providers who provide lessons to students should collect each student from their classroom and return them after the lesson. External providers should make every attempt to negotiate with the school and organise their timetables to avoid students missing key learning (including English and/or Mathematics) and make every attempt to rotate their timetable so students are not missing the same lessons (e.g. specialist classes) each week.
- C.13.7.** Contractors employed to carry out work on the premises are required to undertake to complete the Contractor Occupational Health and Safety Induction Handbook which includes Child Safe.

D. Evaluation:

- D.1.** This policy will be reviewed as part of the school's three year review cycle.