



Growing together,
Learning forever!

Visitors 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.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Implementation:

- 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.
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a “Visitors” book and will be assigned a “Visitors” badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors book.
- Parents and anyone accompanying them (eg: siblings) who are in the school (not in classroom with teacher) working in a variety of capacities (eg: helping with lunches, working in the agriculture centre) need to sign in at the office and indicate their role and location so they can be located in an emergency, eg making lunches, gardening, covering books & excursions. These parents are required to have a “Working with Children Check”.
- Any student who is brought late or collected during the day must be brought to the office and signed in or signed out.
- Lockwood South is a smoke free zone so all visitors are required to observe this.
- All dogs brought on to the school grounds need to be kept on a lead.
- Visiting speakers are in a privileged situation as they can directly influence the students. Lockwood South will ensure that the content of presentations and addresses will make a positive contribution to the development of students’ knowledge and understanding. Presenters will be well briefed about the nature of the school and community and should be prepared to respect the views of the community. Visits by approved organisations eg MS Read-a-thon will be arranged at times that are convenient for the school.
- Parents will be informed via the newsletter of any visiting speakers.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.

References: Vic Govt Schools Reference Guide - http://www.eduweb.vic.gov.au/referenceguide/management/6_16.htm
<http://www.sofweb.vic.edu.au/EMERG/secmang/visit7.htm>

Exec Memo 97/041 – Trespassers in Schools

- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- 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.

Guidelines for contractors.

- All contractors and people conducting works at the school will report to the office on arrival to identify themselves, where they will be working and sign in. Teachers will be notified of the work taking place.
- All contractors and people working on school premises must ensure their equipment is kept in a safe position and where practical, vehicles are parked outside the school grounds.

Evaluation:

- This policy will be reviewed as part of the school's four-year review cycle, and at times when our emergency management procedures are under review.
- Copies of the policy will be distributed to all families at the start of the year or upon enrolment.
- There will be improved health and safety procedures for all staff and students.
- Improved knowledge of visitors whereabouts in the school will enhance the emergency evacuation procedures.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle in October 2013.

This policy was last ratified by School Council in....

October 2010