



VISITORS TO SCHOOL POLICY

Rationale

- We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school.
- Manorvale Primary School recognises that high levels of parental involvement in school and strong communities are critical to children's development and learning.
- The school ensures that parents and families are valued partners in their children's development and learning, and creates strong partnerships between community services, schools, the broader community and business.
- The school recognises its duty of care to ensure a safe environment for students and staff and recognises its responsibility to protect and preserve 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 monitor and manage visitors.

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.
- The child Safe Standards policies will be adhered to for all visitors

School Procedures

- The Child Safe Standards policies will be applied and adhered to by all visitors and external providers to the school.
- All visitors are expected to act in a respectful and considerate way to staff and students. This includes obeying school protocols and DET policies e.g. not smoking, using appropriate language and addressing concerns through the appropriate channels.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school.
- Visitors 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.
- Where required, visitors will be asked to present a Working with Children card.
- Under some circumstances (as determined by the Principal/ nominee) visitors will be accompanied by a member of the school staff.

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- Visitors will be provided with directions and will be made aware of any issues that may impact upon their safety or comfort.
- 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 fail 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 catered for appropriately.

Visiting Speakers

Speakers will be invited to speak to students on topics that will advance their learning and development and create strong links with the community.

- The school will only engage speakers when the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.
- Discussion of controversial matters is not seen as appropriate at primary school level.
- Presenters will be briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.
- Operational decisions about whether to proceed with a particular presentation rests with the Principal or delegated staff member(s) after a suitable investigation (due diligence) has been conducted.

Talent Scouts

Should the school be approached by talent scouts including agents for children's choirs, orchestras and drama groups, sporting associations, film companies, modelling agencies etc the School Council will consider the requests and determine whether the request should be granted. Considerations to be addressed include

- whether the activity conducted by the persons or bodies concerned is regarded by the broader community as suitable for young people, and specifically for the targeted age group
- whether student involvement will lead to experiences that enrich learning and skills development and complement their school education.
- whether the individual or organisation has an appropriate record in terms of their 'duty of care' for young people.
- how information will be communicated to parents in advance
- whether parent permission is required

Evaluation:

- This policy will be reviewed as part of the school's review cycle, and at times when our emergency management procedures are under review.

REVIEW CYCLE

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This policy was last updated February 2018 and is scheduled for review in February 2020.

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