VISITOR POLICY

RATIONALE
The school seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time School Council recognises 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.

The policy acknowledges that the school premises provide access to Princes Hill Maternal & Child Health Care Centre and also the Kindergarten.

This policy provides guidelines for visitors to Princes Hill Primary School.

PURPOSE

1. To provide guidelines for all visitors to the school.
2. To comply with DEECD directives and guidelines.

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, whilst not compromising the open and inviting nature of our school, or access to Princes Hill Maternal & Child Health Care Centre and also the Kindergarten.

DEFINITIONS
Visitors to the school are defined as all people in the school grounds in school hours other than: staff members; students; parents/guardians involved in the task of delivering or collecting children at the start or the end of the school day; and people involved with the Princes Hill Maternal & Child Health Care Centre, or the Kindergarten.

GUIDING PRINCIPLES

1. All visitors will be required to report to the administration office prior to undertaking any activity within the school. DEECD School Policy and Advisory Guide requires all visitors arriving and departing during school hours to sign a Visitors’ Book and record their name, their signature, the date, time and the purpose of the visit. Visitors 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 “sign out” in the Visitors’ Book.
2. Visitors will be provided with directions where appropriate and will be made aware of any construction works etc that may impact upon their safety or comfort.

3. Visitors within the school who have failed to follow this process will be directed to the Administration office.

4. All visitors will be required to comply with the Code of Conduct Policy.

5. 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 of school operating hours.

6. Parents will comply with all safety and emergency procedures in place at our school and in the event of an emergency while they are on school grounds they will follow the instructions given by any member of school staff.

Volunteers coming to the school must further comply with the School’s Visitor Policy, including registration and health and safety requirements.

REVIEW
This policy will be reviewed in 2016.