



# Visitors Policy

## Rationale

St John the Apostle Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of the students, staff and visitors themselves.

## Aims

The St John the Apostle Visitors Policy aims to:

- Provide a safe and secure environment for our students, staff and resources.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

## Agreed Practice

At St John the Apostle School we actively encourage an inviting and open school. The following agreed practice is designed to ensure that the safety of our students, staff and resources remain our highest priorities.

- Visitors are defined as all people other than staff members, students and parents/caregivers involved in the task of delivering or collecting children at the start or end of the school day.
- Volunteers are defined as one of the above, who is providing voluntary support to the school and has a present Working with Vulnerable People (WwVP) Card.
- All visitors will be required to report to the front office prior to undertaking any activity within the school, where they will be required to sign a "Visitors' Book" and will be assigned a "Visitor's 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 badge and to "sign out" in the Visitors book.
- The secretary will contact the appropriate staff member of the visitor's arrival.
- Visitors will be asked to produce their Working with Vulnerable People (WwVP) Card. The secretary will photocopy the card.

- Visitors without a WWVP card will only be allowed access to the school while directly supervised by a member of staff.
- All volunteers will be required to report to the front office prior to undertaking any activity within the school, where they will be required to sign a "Visitors' Book" and will be assigned a "Volunteer's Badge" which they must wear at all times within the school. Volunteers 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.
- Visitors and volunteers will be provided with directions, and will be made aware of any construction work, for example, that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the weekly Newsletter, and will appear at the front office entrance.
- 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 Critical Events Policy will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and appropriately catered for.

## **Parent Helpers**

Many parents and caregivers assist and support classroom programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. There is also a large group of parents and caregivers who volunteer their time to work in the school canteen and library as well as in other areas of the school.

- Parents and caregivers must sign in at the front office.
- They will need to indicate they have a Working with Vulnerable People Card and a copy is held with the school.

## **Special School Events**

There are a number of times through the school year when large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur, for example, at school assemblies and special whole school events such as whole school masses and the school fete. On these occasions visitors are not required to sign in and out.

For school assemblies visitors are requested to move directly to the hall. If parents wish to be present at focus assemblies they do not have to sign in and out but must sign in if they choose to remain at school after the assembly.

At St John the Apostle School we understand that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the morning bell. For any matters of a more serious nature they are best to make an appointment to see their child's teacher and visit the school at a mutually convenient time.

If parents have any issue with a student other than their own child they are not to approach individual students while on the school grounds. They must make an appointment to see their child's teacher, the Assistant Principal or Principal about the matter in the first place.

Staff and students should be aware of the St John the Apostle school's visitors' policy and should direct all visitors to the school office if they have not signed in.

If staff or other identified visitors at the school meet a person on the premises during school hours, who is not wearing a visitor's badge or carrying a pass, they should approach the person and ask them to go to the front office and collect a badge/pass. If the staff member or identified visitor experiences any difficulty in doing this, they are to contact the Principal immediately.

No child will be released from the classroom to an adult not carrying a Visitors badge from the office

Parents accompanying students on excursions must wear a visitors badge or identification and have completed a Prohibited Employment Declaration form.

## **Resources**

CEO Visitors Policy-

<http://www.ceo.cangoul.catholic.edu.au/policies/visitors.htm>

## **Related Policies / Agreed Practices**

Attendance Policy

Communication Policy

Workplace Health and Safety Policy

Excursion Policy

Administration Agreed Practice

## Review

The St John the Apostle Visitor Policy is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

<b>Reviewed by:</b>	Tracy Donnellan
<b>Revision date:</b>	7/5/2015
<b>Approved by:</b>	School Executive
<b>Implementation date:</b>	2015