



VISITORS

PURPOSE:

Harrisfield Primary School is a *Child Safe* organisation seeking to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community volunteers/visitors, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people.

Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Harrisfield Primary School.

This policy forms a critical component of ensuring that Harrisfield PS is a Child Safe School.

GUIDELINES

- Adhere to the Harrisfield ACE Values.
- To provide a safe and secure environment for the students, staff, parents and resources of Harrisfield Primary School.
- To establish protocols and procedures to effectively monitor and manage visitors, whilst not compromising the open and inviting nature of Harrisfield Primary School.

IMPLEMENTATION

School Protocols:

- Visitors are required to report to the Office prior if undertaking any activity within the school. Any visitor wishing to speak to a student must do so through a school staff member.
- Visitors are required to complete a *Child Safe Code of Conduct* (available at the Office) annually. These will be stored in the Office.
- Visitors are required to sign in on the electronic visitors' book and will be assigned a 'visitors' tag which they must wear at all times within the school. Similarly, they are required to report to the Office at the end of their visit to return their tag and to 'sign out' in the electronic visitors' book.
- Visitors within the school who have failed to follow this process will be monitored and reminded to do so.
- Salespeople and those delivering goods will be directed appropriately by the Office staff.
- Visitors providing services to the school such as tradespeople and consultants who may work independently of school personnel, will be asked to present their Working with Children Check (WWCC) in accordance with the *Working with Children Act 2005*; observe the schools 'sign in' and 'sign out' procedures; wear a 'contractors' tag at all times and observe the school's Occupational Health and Safety procedures while on site. Any visitors providing services to the school who do not have their Working with Children Check will need to be supervised by School Administration staff on their visit.

The School Administration office is the school's major public space and parents are welcome to visit this area at any time to:

- Organise the collection of their child/children by filling in an early leavers pass
- Make appointments to see staff
- Make enquires about school operations

- Pay accounts or complete other tasks that require the support of our administration staff or members of the leadership team.

Risk Management:

- Visitors entering the school will be provided with directions, and made aware of any construction works which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the Teacher in Charge of organising the visit will provide this advice.
- The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.

Unauthorised visitors:

- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds.
- Under the *Summary Offence Act 1966*, 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's boundaries outside school operating hours.

NB: For the purpose of this policy, visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

Additional:

The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact. Anyone engaging in any of these activities are required to have a current WWC and this must be supplied to the school before engaging in any activity with students.

Evaluation

This policy was ratified by School Council, September 17, 2018 and is scheduled for review in 08/2020.