



Visitors Policy

Rationale

At St John's Catholic Parish Primary School, 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. We recognise our responsibility to protect and preserve our resources from theft, vandalism and misuse.

Definition

Visitors are defined as all people, other than staff members, students and parents/carers involved in the task of delivering or collecting children at the start or end of the day. Visitors may include, but are not limited to:

- prospective parents and employees
- invited speakers
- representatives of the Church attending school events
- families and community members attending school events
- representatives of community, business and service groups
- local members of the State and Federal Parliaments
- Catholic Education Melbourne staff
- those who are conducting business such as commercial salespeople.
- therapists eg Physio, Occupational or Speech
- students from OLMC who are completing Community Service

Aim

- 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.



Implementation

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.
- 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 register their arrival and departure from the school, using one of the following procedures:
 - sign the Visitor's Book
 - sign in via the iPad electronically¹
- All visitors must follow the procedures set out in the [Signing In/Out Office Procedures](#).
- All visitors will be assigned a visitor's badge/label which must be worn at all times whilst in the school. Staff are to challenge any visitor to the school who is not wearing a visitor's badge/label and are to redirect them to the office to sign in.
- A current Working with Children Check will be required from all contractors and volunteer workers in our school. In April 2006, the Working with Children Act 2005(Vic) became operational. Under this Act, a Working with Children Check (WWCC) was introduced for all non-teaching employees and volunteers to ensure their suitability for child-related work in schools. Educational institutions and their employees were expected to comply with the Act by 30th December, 2007. At St John's we require Working with Children Checks or Victorian Teachers Registration or Police Force registration from all contractors and volunteer workers. Refer [Human Resources Practices Section 3 & 4](#)
- Visitors will be provided with directions and will be made aware of any construction or maintenance works that may impact on their safety or comfort.
- The above mentioned processes for managing and monitoring visitors will appear regularly in the school newsletter.
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people using or being within the school boundaries outside of school operating hours.
- The school's Emergency Management procedures will ensure that visitors within the school at the time of an emergency or practice drill will be recognised and appropriately catered for.

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