VISITORS POLICY

RATIONALE

- 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, and we recognise our responsibility to protect and preserve our 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 monitors and manages 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 priorities.
- 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 or
  - presenting an activity to the children eg a guest speaker or
  - are working with students and LNSLN students eg SCOPE, CEO Advisers
- 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 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 Visitor’s book.
- Comfortable waiting and interviewing spaces will be made available.
- Visitors working with students on an individual basis not in the direct supervision of the Staff will be required to provide an up to date Police Record Check and/or Working With Children Check
- Visitors will be provided with directions, and will be made aware of any construction works etc 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 have fail to follow this process will be reminded to do so and in some instances escorted from the school premises
- 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 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 appropriately catered for.
- Staff and parents are to ensure that the Principal is made aware of any visitors to the school and must seek approval if they invite a guest speaker into the school to speak or work with students.
### EVALUATION

- This policy will be reviewed in accordance with the School Improvement Plan and policy timeline.