

**CASTLEMAINE NORTH PRIMARY SCHOOL
VISITORS TO SCHOOL POLICY**

RATIONALE

1. We seek to provide a 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 and productive environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
2. While we actively encourage an inviting school, the safety of our students, staff and resources remain our highest priorities.

AIM

1. To provide a safe and secure environment for our students, staff and resources.
2. To establish protocols and procedures that effectively monitor, and manage visitors, while not comprising the inviting nature of our school.

IMPLEMENTATION

1. 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.
2. All visitors will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign a visitors' book registering their arrival, purpose of the visit and departure. Regular visitors to our school who are working in a variety of capacities such as reading, gardening club, parents club and library will be required to sign the visitors book in the relevant buildings.
3. Visitors to the school who are not involved in extracurricular activities, for example, parents who are dropping off lunches, forgotten personal items, or collecting students who are ill or leaving early, will be required to report to the administration office. These visitors are not to go directly to the student's classroom. The office will communicate with the relevant classroom teacher and necessary arrangements will be made.
4. Where a visitor, who has registered their arrival and purpose of visit at the administration office but cannot complete their business within the administration area, will be provided with a visitor's badge and will be provided with directions and escorted where appropriate or necessary.
5. Contractors (as advised by the Principal) who are undertaking work at the school during school hours are required to sign in and out using the Contractors book.
6. The schools emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and appropriately catered for.
7. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and will appear at all school entries.
8. Visitors within the school who have failed to follow this process will be reminded to do so.
9. Under the *Summary Offences Act 1966* (and subsequent amendments), 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.
10. Talent scouts for outside organisations will not have access to students at Castlemaine North Primary.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was endorsed by School Council 2017

(Principal)

(President of School Council)

Date: August 2017

Review Cycle Date: 2020