

Visitors

POLICY

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school.

Rationale:

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 against theft, vandalism and mis-use.

We aim to provide a safe and secure environment for our students, staff and resources.

We will establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Guidelines:

- The safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people who attend/visit our school other than:
 - Staff members and students
 - Parents/Guardians delivering or collecting children at the **start or end of the day**.
- All visitors to the school need to clearly be supporting the educational purposes of the school or the operational function of the school.

Implementation:

- Parents/Carers picking up their child during school hours need to report to the office.
- Parents/Carers collecting their child before the end of the school day will be required to complete the Early Departure book and children will be called to the office.
- All visitors will be required to report to the office prior to undertaking any activity within the school.
- All visitors will be required to sign the 'Visitors Book'
- Visitors will be required to report back to the office at the end of their visit and 'sign out' of the visitors book.
- Visitors who have failed to follow this process will be reminded to do so.
- The Leadership team at Maffra Primary School reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school.
- Off campus visitors (e.g.: visitors to our swimming program at Kemp Aquatics, Gymnastics and on excursions) need to make themselves known to the teacher in charge.
- The Leadership team has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The Maffra Primary School Visitors Policy will be regularly published in the school newsletter and in the Parent Handbook for new families.
- Instructions for 'Visitors' will appear at the main entrances to the school.
- Visitors within the school at the time of any emergency or drill will be recognised and be appropriately catered for by the school staff.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy was last ratified by School Council on

12th May 2015