

TALBOT PRIMARY SCHOOL

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 our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. 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 ensure that Child Safe Standards are adhered to at all times.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- To ensure all staff are provided with a safe and respectful work environment.
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

Implementation:

- Visitors will be informed that we are a Child Safe School which adheres to the Child safe standards at all times.
- Visitors are defined as all people other than staff members, on the school grounds or attending an off-site school activity.
- 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 in and out in the “Day” book at the office and will be assigned a “Visitors” badge which they must wear at all times within the school. NB: This does not apply to parents or carers dropping off or picking up students at the beginning or end of the school day.
- 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 failed to follow this process will be reminded to do so.
- Contractors and volunteers will undergo induction at the commencement of works.
- 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.

- Visitors to the school who are considered to be acting in an aggressive or threatening manner will be asked to leave and non-compliance will result in the police being called.
- 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 appropriately catered for.

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 last ratified by School Council in...

2014

Principal's signature: _____

School Council President's signature: _____

Date: _____

Reference: SOTF Reference Manual - 6.14.11 – Trespassers on School Premises