

KINGSLEY PARK PRIMARY SCHOOL

VISITORS POLICY



1. RATIONALE:

At Kingsley Park 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 recognize our duty of care to ensure a safe environment for our children and staff, and we recognize our responsibility to protect our resources against theft, vandalism and misuse.

2. AIMS:

To provide a safe and secure environment for our children, 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.

3. 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 and students. Visitors are also parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors will be required to report to the office prior to undertaking any activity within the school, where they will be required to sign a visitor's book and take a visitors badge, which they must wear at all times within the school. Similarly, visitors will be required to report to the office at the end of their visit to return their badge and sign out in the visitor's book.
- Visitors who are parent helpers in classrooms require a Working with Children Check as per the Working with Children Check Policy.
- Visitors will be provided with directions if necessary.
- It is the responsibility of all staff members to remind visitors of the above process if necessary.
- Under the Summary Offences Act 1996 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.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and appropriately catered for.

4. EVALUATION:

This policy will be reviewed as part of the school's three year review cycle.

This policy was approved by council : 2013

This policy will be due for review : 2016