



VISITORS POLICY

Aims

The purpose of the policy is to provide a safe and secure environment for our students, staff and resources by establishing guidelines and procedures in relation to visitors to the school that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

This policy has been developed to ensure that the school community is aware of the procedures regarding visitors to Kew Primary School. The school, as part of the wider community, seeks to provide an open and friendly learning environment where appropriate visitors are valued and their presence is actively encouraged.

At the same time we recognise our duty of care to ensure a safe environment for our students and staff and our responsibility to protect our resources against theft, vandalism and misuse.

Definition of a Visitor

Visitors are defined as:

- all people on school grounds 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.
- parents/guardians assisting and participating in regular classroom activities or school services (eg. canteen, reading help).

Implementation

1. The principal has operational responsibility in relation to the visitors who are allowed into Kew Primary School, for what purpose and on what conditions. All visitors to school are there at the discretion of the Principal or in her/his absence the Deputy Principal.*
2. All visitors during school hours are required to register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date, times and purpose of the visit. They will be given a visitors badge and must wear it for the duration of the visit. A visitor not wearing a current badge may be questioned as to the reason for their presence by staff, students or parents. They may be escorted to the office to obtain such.

Exceptions:-

- a) Visitors attending large scale activities and special functions at the school eg: Grandparents Day, Open Day, will be exempt from signing in and out at the general office.
- b) Parents or guardians picking up children early are required to sign in / out in the student late arrivals / early dismissal book and do not require a visitor's badge.
3. In the event of an emergency while they are on school grounds they will follow the instructions given by any member of school staff.
4. When visiting a classroom, parents accept the authority of the teacher (or teachers) and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity.
5. Visitors are not permitted to have unsupervised access to children except at the discretion of the Principal or in her/his absence the Deputy Principal.
6. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a Working with Children Check. A register of WWCC is maintained by the School and is kept in the Office. Any exemptions must be approved by the Principal or the Deputy Principal.
7. Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
8. Visitors needing to take photos (eg. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to event that visitors will be taking photographs.

Evaluation

Evaluation of this policy will be in June 2017. All changes will be ratified by the School Council.

* The Principal has the right, under the Summary Offences Act, to prohibit any potential visitor from entering or remaining within the school, and also the authority to invite or exclude people from using or being within the school boundaries during or outside school operating hours.