



MOONEE PONDS WEST PRIMARY SCHOOL VISITORS POLICY

Basic Beliefs:

The school seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time School Council recognises our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse. The policy acknowledges that the school premises provide access to the playgrounds outside of school hours.

Aims:

1. To provide a safe and secure environment for our students, staff and resources.
2. To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
3. To provide guidelines for all visitors to the school.
4. To comply with DEECD directives and guidelines.

Definitions

Visitors to the school are defined as all people other than staff members, students and parents/guardians when they are involved in the task of delivering or collecting children.

Guidelines for Actions:

1. 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" and will be assigned a "Visitors" sticker which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to sign out in the Visitors book.
2. Contractors and visitors to the school may be required to have a successful Working with Children check at the direction of the Principal.
3. Visitors will be provided with directions where appropriate and will be made aware of any construction works etc that may impact upon their safety.
4. The above mentioned process for managing and monitoring visitors will be published periodically in the school newsletter and will appear at all school entrances.
5. Visitors within the school who have failed to follow this process will be directed to the administration office.
6. 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 has the authority to invite or exclude people from using or being within the school boundaries outside of school operating hours.

7. We encourage families and community members to use our playground over the weekend and during the scheduled school holidays.

8. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be appropriately cared for (Classroom volunteers will be managed by the classroom teacher)

Evaluation

This policy will be reviewed in 2014 or as required.

Endorsed by School Council 18th June 2013.