

PARKHILL PRIMARY SCHOOL

POLICY: Visitors and Volunteers Policy

PROGRAM LEADER: Michelle Smith / Elaine Brady

DATE RATIFIED BY SCHOOL COUNCIL: December 2017

RATIONALE

Parkhill Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors and volunteers to our school. At the same time we recognise 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.

AIMS

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of our school.

DEFINITION

Visitors are defined as all people other than staff members and students. This includes volunteers. Parents/Carers are defined as visitors if they are in the school during school hours, but not if they are just delivering or collecting children at the start or end of the school day.

This Policy should be read in conjunction with the Working with Children Check Policy.

IMPLEMENTATION

- All visitors, including volunteers, will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign in a Visitors book and will be assigned a Visitors badge 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 return their badge and to sign out.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- The parent will then takes an Early Leavers pass to meet their child at the classroom door. The child gives the pass to teacher prior to leaving.
- All Visitors will be required to declare their valid Working with Children Check before proceeding from the office.
- Parents/Carers who need to collect their child during the school day must come to the General Office first.
- Visitors will be provided with directions, and will be made aware of any building works that may impact upon their safety or comfort.
- The outlined process for managing and monitoring Visitors will be regularly published in the school newsletter and will appear at all school entrances.

Unknown persons

- Staff are required to direct any unidentified person without a visitors badge to the school office, or to report unidentified people or vehicles to the principal or assistant principal.
- If intruders or unknown persons are on the grounds or near the vicinity of the school, staff must take action. Staff should either approach intruders or unknown people in the yard, or alternatively use their mobile phone to call or send a student to the office to seek assistance. The staff member must continue to monitor the situation.
- 000 will be called if immediate assistance is required.
- The school will report any illegal activity to the police.
- The Department's Emergency Management team will be notified.
- The school community will be regularly informed about our processes for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours activities.
- The school's emergency evacuation procedures will be regularly practiced as per Emergency Management Plan.
- School vehicle gates should be locked out of school hours or after organised events on the school grounds.
- Security lighting will be well maintained.
- The Principal has 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 recognised and be appropriately catered for.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in 2011.

REFERENCES

- DEECD - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)