



**UNWANTED VISITORS**

**PURPOSE**

To ensure that Castlemaine Primary School provides an environment that is devoid of unwanted and unwelcome visitors

**POLICY**

1. All legitimate visitors are required to report directly to the school office upon arrival at the school, to sign a visitor's register, and to be assisted with directions or appointments.
2. Signs directing visitors to the school office will be prominently displayed at school entry points.
3. Staff are required to direct any unidentified person to the school office, or to report unidentified people or vehicles to the principal.
4. Staff on yard duty are required to be vigilant, and to approach or report visitors or visitors that are obviously unwanted.
5. Staff should communicate with all visitors in a non-confrontational manner.
6. If staff form the opinion that approaching unwanted visitors may be hazardous to themselves or others in any way, they should not do so. Staff should immediately call local police for assistance and ensure that students and staff are clear of the area.
7. The school will implement its right to have people charged with trespass if necessary.
8. The principal (or their delegate) may issue individuals with oral or written trespass warnings, or formal written trespass notices prohibiting them from entering the school grounds.
9. Any visitor who breaks the law will be charged with an offence as appropriate.
10. The school will establish and maintain effective relationships with the local police.
11. The school community will be regularly informed about our process for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours activities to the police.
12. The school's emergency procedures will be regularly practiced.
13. School gates will be locked out of school hours.
14. Security lighting will be well maintained

**PREREQUISITE  
POLICY/IES**

None

**RELATED  
POLICY/IES**

None?



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<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>• Castlemaine Primary School welcomes visitors who have a reasonable and constructive reason to be on the school’s grounds or premises.</li> <li>• Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent.</li> <li>• School Council regards the direct canvassing of students by promoters of community or commercial events or activities as generally inappropriate.</li> <li>• The principal, if satisfied of the bona fides of such promoters, may organise more acceptable means of communicating with students.</li> </ul>
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<b>RELATED LEGISLATION</b>	None
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<b>DEECD RESOURCES</b>	<ul style="list-style-type: none"> <li>• List all departmental published resources</li> <li>• List all departmental online resources</li> </ul>
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<b>OTHER RESOURCES</b>	None
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<b>DOCUMENT CONTROLS</b>	
DOCUMENT NAME	CPS Policy - Unwanted Visitors
AUTHOR	Maria Angelon
SCHOOL COUNCIL CONTRIBUTORS	List all council contributors here
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