



Castlemaine
Primary School 0119

Castlemaine Primary School
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VISITORS

Rationale:

- We seek to provide a friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe and productive 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 monitors and manages visitors, whilst not compromising the inviting nature of our school.

Implementation:

- Whilst we actively encourage an inviting school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people 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 or participating in school activities.
- 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 stating their name, recording their signature, the date, time and purpose of their visit. They will be assigned a "Visitor" 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" in the Visitors book.
- Comfortable waiting and interviewing spaces will be made available.
- Visitors will be provided with directions and escorted where appropriate or necessary.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 (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 recognised and be appropriately catered for.

Evaluation:

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