

POLICY NO. OHS023 Visitors

PURPOSE:

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

GUIDELINES:

- Whilst we actively encourage an inviting and open 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 **before 9:00am or after 3:30 pm**.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign 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" in the Visitors book.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- 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, 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 review cycle, and at times when our emergency management procedures are under review.

Related Policies:

Policy OHS001 Occupational Health and Safety (#54)

Policy OHS003 Risk Management (#61)

School Chelsea Height PS		Policy name Visitors		Policy Ref. Number OHS023	
Written by: D Mulqueen	Amended by: J Satchwell	Approved by: School Council	Date: 9/5/2016	Version 1.1	Page 1 of 1