Strathfieldsaye Primary School

Visitor Policy

**Aims:**

- To provide a safe, orderly school environment to promote high quality educational and social outcomes for all students, staff and school community members.
- To provide efficient, reliable processes to ensure the safety of all people on site in the event of an emergency.
- To ensure that all people involved with the school have a clear understanding of the school's expectations and procedures.
- To provide clear boundaries for all visitors to the school in order to support the school's programs and students.

**Rationale:**

Schools are not public places and the physical, social and emotional safety needs of students and teachers take precedence.

To increase experience of the cultural and social features of the community the Department encourages schools to:

- Ensure parents/guardians partner with the school in their children’s development.
- Create strong partnerships with community services, schools, businesses and the wider community.
- Ensure schools effectively manage visitors to school premises.

Visitor purpose, categories of visitors that will be allowed into the school will be determined on:

- Potential benefits of different types of visits.
- Whether the proposed visit is appropriate for young people (in the relevant age group).
- Whether the proposed visit is consistent with the values of public education.
- Community-based, not-for-profit groups.
- Visitors with commercial, advertising or marketing purpose.
- The potential for a visitor to cause controversy within the school or broader community.
- The requirement for paid or volunteer workers to have a Working with Children Check.
- Potential risks posed by visitors for the safety of students and staff and the disruption of the smooth operation of the learning environment.
- The level of disruption to the functioning of the school in relation to the potential benefits to students.
- The appropriate use of Department resources, including teachers’ time.
- Privacy risk.
- Impact upon the wellbeing of students and employees.

Typical visitors to schools include:

- prospective parents/guardians and employees.
- those who are addressing a learning or developmental need, such as:
  - and community volunteers (e.g. reading programs).
  - invited speakers.
  - sessional instructors.
  - representatives of community, business and service groups.
- local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
  - trades people
  - children’s services agents

Schools should:

- Ensure the content of presentations and addresses contributes to the development of students’ knowledge and understanding
- Extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter.
- Brief presenters about the nature of the school and its community to respect the range of views held by students and their families

**Implementation:**

- All visitors must report to the office to sign in and out of the school to support emergency management procedures and to inform the staff who is on site at any particular time.
- Visitors must be directed to the office if seen in the school grounds prior to reporting in.
- Visitors are provided with a visitor badge from the office, eg: reading parents/guardians under classroom supervision, canteen helpers, uniform organisers, Kids Hope Mentors, Playgroup, CRE volunteers unless visible identification is present (Badges).
- This policy and visitor information will be provided to parents/guardians via the newsletter, staff and specialist services eg; canteen, uniform to help ensure all parents/guardians and visitors are informed of the school’s policies and evacuation processes.
- Where visitors attend on a single visit eg; speakers, photographers etc they will be advised of the emergency evacuation centre on the oval in case of an emergency.
- If the behaviour, language or interaction with staff, students or members of the school community of any visitor to the school is not consistent with the school’s policies, beliefs and procedures the Principal or their delegate can ask that person to immediately leave the school grounds. Failure to comply will result in a call to the police and DEECD Emergency Services.
- Where visitors are not known to the staff they should be accompanied by a staff member to assist them with information about the school, evacuation processes and our expectations in dealing with staff, students and parents/guardians.
- In the event of an issue, dispute or complaint parents/guardians are not permitted to speak with other children of the school. In the event of a need to communicate with others the issue must be discussed with the principal or a member of staff. It is not appropriate for parents/guardians to discuss this with students.
- To help parents/guardians remain informed and able to provide informed consent the arrival of visitors for presentations to students will be provided ahead of the visit. Please note that this is not always possible however it is our intention to provide as much forward notice as possible.

**EVALUATION**

This Policy will be reviewed as part of the school’s four year review cycle.

Reviewed by: Marc Blanks - February 2012
This policy was last ratified by school council on 20 March 2012