

VISITORS POLICY

RATIONALE

Hawthorn West Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. Visitors may include, but are not limited to, parent and community volunteers, guest speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers, commercial sales people, tradespeople. 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 monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Volunteer workers are to conduct themselves in a manner that will not cause harm or injury to themselves or others.

All visitors are required to treat our students, parents and staff with dignity and respect at all times.

IMPLEMENTATION OF THIS POLICY

- The principal reserves the right, and has the authority to invite or prohibit anyone from entering or remaining within the school at any time.
- All visitors are required to sign in onto Compass on arrival. They will be assigned a 'visitor identification', which they must wear at all times whilst within the school. At the conclusion of their visit, they are required to report to the School Administration to sign out via Compass.
- Visitors within the school who have failed to sign in will be reminded to do so by staff members.
- Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort by the Administration staff, leadership team or staff member involved in organising the visit.
- Casual Relief Teachers (CRT) will be familiarised with the School Emergency Management Plan Evacuation Procedure and meeting locations by office staff or someone from the leadership team. They will be provided with information related to medical conditions and management plans of students in their care.
- Salespeople and those delivering goods will be directed to report to the School Administration staff prior to their arrival.
- The school ensures that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- The school will ensure that emergency exits and emergency management plans and procedures are available/visible to visitors

- Visitors providing services to the school such as tradespeople and consultants will be asked to present their Working with Children Check (WWCC) in accordance with the Working with Children Act 2005 and observe the school's Occupational Health and Safety procedures while on site. Any visitors providing services to the school who do not have their Working with Children Check will be monitored by School Administration staff or teaching staff during their visit.
- Parents who volunteer on camps must have a current Working With Children Check (WWCC). Parents or carers assisting in classrooms or during excursions/incursions must have a Working With Children Check (WWCC).
- The school will ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

REVIEW CYCLE AND EVALUATION

This policy was last updated on June 2018 and is scheduled for review in 3 years.

Reviewed: June 2018

To be reviewed in: June 2021