

# Yarrabah School

## VISITORS

### POLICY

#### **Rationale:**

- We seek to provide an open and 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 environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- All personnel who are not regular employees of the Department of Education and Training (DET) can be regarded as visitors

#### **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.

#### **Implementation:**

- Whilst we 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 at the start or end of the school day, trades persons, performers, presenters, book sellers, DET or Government staff.
- All visitors, unaccompanied by a school staff member, will be required to have a current *Working with Children's Check*
- All visitors between the hours of 8.30am and 3.30pm will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign into the Admin as a "Visitors" and be assigned a "Visitors" tag 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" of the Visitors app.
- Visitors will be provided with directions or accompanied by a staff member.
- The above mentioned process for managing and monitoring visitors will be administered by the office staff, Principal or assistant principal.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Parents will be notified in advance about any visitors to the school affecting their children either through the school newsletter, a school notice or an individual parent notice.
- The principal has operational responsibility in relation to the visitors who are allowed into the school, for what purpose and on what conditions. If in doubt the principal will consult with the regional office and seek advice from the Legal Services Branch.
- 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.

This policy was last ratified by School Council in....

**April 2018**

Revision Record

Date	Version	Revision description
<u>27/03/2018</u>	<u>1.2</u>	Modified
19/4/2018		Ratified