



FINDING THE LIGHT WITHIN

St Mary's Visitors Policy

Title:	Visitors Policy
Rationale/ Purpose:	At St Mary's we seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognize our duty of care to ensure a safe environment for our students and staff. We recognize our responsibility to protect and preserve our resources from theft, vandalism and misuse.
Policy Statement:	Visitors are welcome to St Mary's but must maintain involvement in the school in a professional manner. This policy outlines the important procedures that visitors must follow when they appear at St Mary's.
Aims:	<ul style="list-style-type: none">● 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
Action Guidelines:	<ul style="list-style-type: none">▪ Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.▪ 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 an Ipad app called "Passtab" and register their arrival at and departure from the school. They will be assigned a visitor's badge which must be worn at all times whilst in the school. Staff are to challenge any visitor to the school who is not wearing a visitor's badge and are to redirect them to the office to sign in etc.▪ A current Working with Children Check must be shown the the St Mary's Code of Conduct must be signed by all paid visitors and volunteer workers in our school. In April 2006, the Working with Children Act 2005(Vic) became operational. Under this Act, a Working with Children Check (WWCC) was introduced for all non-teaching employees and volunteers to ensure their suitability for child-related work in schools. Educational institutions and their employees were expected to comply with the Act by 30th December, 2007. At St We require Working with Children Checks or Victorian Teachers Registration.



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	<ul style="list-style-type: none">▪ Approved companies or outside agencies may be invited or permitted to work with students. These students will have the specific approval of parents/guardians eg Music Lessons. These companies will complete a Memorandum of Understanding with the school before any lessons/activities commence.▪ Approved companies or outside agencies may be invited or permitted to work with students and staff will be present on these occasions eg: guest speakers, visiting groups etc.▪ Visitors will be provided with directions and will be made aware of any construction or maintenance works that may impact on their safety or comfort.▪ The above mentioned processes for managing and monitoring visitors will be advertised regularly in the school newsletter and will appear at the entrance to the school administration area.▪ 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 has the authority to invite or exclude people using or being within the school boundaries outside of school operating hours.▪ The school's Emergency Management procedures will ensure that visitors within the school at the time of an emergency or practice drill will be recognized and appropriately catered for.
Monitoring, reporting and review:	This policy was reviewed in 2019 and as part of the school's review cycle.
Definitions:	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 day.
References:	