Wales Street Primary School

VISITORS POLICY

Policy No.2.2

Definition:
Visitors are defined as all people on school grounds who are not staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Rationale:
The visitors’ policy outlines the management of people who have a reason or purpose to be on school grounds and are not students or staff. The school recognises 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. The school also recognises the contributions made by many visitors such as volunteers.

Aim:
- 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 school.

Guidelines for Implementation:
- Although we encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.
- The policy acknowledges that the school is an educational institution and not a public place, and as such is a place of work and study for the individuals within it.
- All visitors will be required to report to the front office prior to undertaking any activity within the school, where they will be asked 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.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- It is the responsibility of visitors to adhere to this process.
- Visitors within the school who are not wearing badges will be reminded to do so and may be asked to leave school grounds if this process is not followed.
- 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.

- To ensure the safety of visitors, the school’s emergency management procedures will apply to all visitors within the school at the time of any emergency or practice drill and the procedure will recognise and appropriately cater for these individuals.
- Any visitors attending the school must agree to adhere to school policy and procedures and where required follow instructions from onsite staff members.
- No visitor will be unsupervised with a student unless they have a Working With Children Check. (WWC)

**Resources:**
Signs on each school gate reading “**Attention: All visitors please report to the front office**
Visitors Book
Visitors Badges
Regular notices in newsletter about our policy

**Evaluation:**
This policy will be reviewed as part of the school’s three-year review cycle, and at times when related policies are under review.

**Other related policies**
Volunteers’ policy
Emergency Management Policy