

Policy & Procedures

Visitors



Visitors

PURPOSE

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.

We welcome visitors who have a reasonable and constructive reason to be on the school's grounds or premises. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent.

Visiting Contractors

Contractors include people engaged to perform work who are not directly employed by the school. In some instances work processes will be carried out near areas occupied by students or staff while the school is in operation. It is important that good lines of communication between the school and contractor are established before work commences to ensure that health and safety issues and supervision are appropriately managed.

All contractors must complete a full site induction as delivered by the Outdoor School OHS representative. All induction requirements are carried out before any work is commenced at Outdoor School. The induction process may require the following where relevant to work being undertaken:

- Code of Conduct signed by contractor.
- Copies of any working with children checks for contractor's staff who will attend the Outdoor School site.
- Copies of organisation and/or individual licencing.
- Copies of organisation insurance details.

OBJECTIVE

- 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.
- To provide a school environment that is free from unwanted and unwelcome visitors.

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POLICY

- Whilst we actively 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 during school programs.
- All visitors will be required to report to the school office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book. Similarly, visitors will be required to report to the administration office at the end of their visit to "sign out" in the Visitors book. Visitors within the school who have failed to follow this process will be reminded to do so.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Staff are required to direct any unidentified person without a visitors badge to the school office, or to report unidentified people or vehicles to the Principal, Campus Principal or the staff member in charge.
- 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.
- Staff at Outdoor School will make contact with the visiting school teacher or home school before giving unexpected parent/visitors access to students on program.
- Staff will be provided with professional development on how to communicate with visitors in a non-confrontational manner.
- The school will establish and maintain effective relationships with the local police.
- Any visitor who breaks the law will be charged with an offence as appropriate.
- The school will implement its right to have people charged with trespass if necessary.
- The school community will be regularly informed about our process for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours' activities to the police.
- The school's emergency evacuation procedures will be regularly practiced.
- Security lighting will be well maintained.
- 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 outside school operating hours.

FURTHER INFORMATION AND RESOURCES

Nil.

REVIEW CYCLE

- This policy was last updated in September 2018 and is scheduled for review in September 2020.