

PURPOSE

To provide an open and friendly learning environment that values and encourages visitors while ensuring the safety and privacy of students and staff and the protection of resources.

GUIDELINES

1. The school will comply with DEECD directives and guidelines in relation to visitors to the school.
2. All visitors will be required to report to the main office prior to undertaking any activity within the school.
3. Visitors will be required to sign a Visitors' Book and will be assigned a Visitors' badge that 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 "sign out" in the Visitors Book.
4. Working with Children checks are required for adults who have regular, direct and unsupervised contact with children.
5. Tradespeople who attend the school on a regular basis and attend to their work unsupervised require a Working with Children check.
6. 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 cared for.
7. The principal has operational responsibility in relation to the visitors who are allowed into schools, the purpose and the conditions.