

# DONVALE PRIMARY SCHOOL



## VISITORS POLICY

### **PURPOSE**

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 Donvale Primary School.

### **SCOPE**

We actively encourage an inviting open school, however the safety of our students, staff and resources remain our highest priority.

Visitors are defined as all people who seek to enter our school other than staff members, pre-service teachers, students, parents/carers involved in the task of delivering or collecting children at the start or end of the school day.

### **POLICY**

Visitors other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the school.

All subcontractors are to report to the office and complete an induction before commencing work. This induction will be carried out by the Principal, Assistant Principal, Admin staff, OHS Officer or other qualified staff.

All visitors will be required to report to the main office prior to undertaking any activity within the school, where they will be required to sign in electronically and be assigned a visitor's lanyard which they must wear at all times within the school. Similarly, visitors will be required to report to the main office at the end of their visit to return their lanyard and sign out on the office iPad.

Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.

The Principal is responsible for the implementation of the policy and has operational responsibility in relation to the visitors who are allowed in the school, for what purposes and on what conditions.

Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.

Under the Summary Offences Act the subsequent amendments, 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.

## RELATED POLICIES

- [DPS Duty of care Policy 2018.docx](#)
- [Child-safe-policy 2016](#)
- [DPS Working with Children Check policy 2016.doc](#)
- [Statement of Values- Promoting Healthy Safe and Respectful School Communities](#)
- [DPS Volunteers Policy 2018](#)

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 24/10/2018 and is scheduled for review in October 2021

Date Implemented:	24 <sup>th</sup> October 2018
Author:	Education Sub-Committee
Approved By:	School Council
Responsible for Review:	Principal/Assistant Principal
Review Date:	3 years