



WILLOW GROVE PRIMARY SCHOOL

VISITORS' PROTOCOL POLICY

PURPOSE

Willow Grove Primary School Council seeks to provide an open and friendly learning environment which values and actively encourages visitors to our school. At the same time, it recognises a duty of care to ensure a safe environment for students and staff, and recognises the responsibility to protect and preserve its resources against theft, vandalism and misuse.

The Visitors' Protocol Policy describes the procedures and guidelines which are to be applied by staff and the School Council in relation to visitors entering the school site when the school is in operation.

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 school day.

IMPLEMENTATION

1. Signage at the front and back gates will direct visitors to the Office for reporting into the school.
2. On reporting to the Office, visitors must sign in, noting time of arrival, and reason for being in the school.
3. When the school is in operation all visitors to the school apart from permanent staff members must obtain and wear a visitor's badge whilst on school property.
4. Prior to leaving the school, badges must be returned to the Office and visitors must sign out.
5. Staff will be notified when technicians and tradespeople are completing jobs on school property. There may be some restrictions on student movement whilst tradespeople are completing required tasks.
6. A Working with Children Check is required for anyone engaging in child related work, regardless whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work.'
7. A WWC Check is also required for any visitor who has direct contact with children. Direct contact with children includes oral, written or electronic communication as well as face-to-face and physical contact.

8. The principal will decide which other visitors require a Working With Children check according to DET guidelines at http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsin_school.aspx.
9. School Support Staff such as music teachers, casual relief teachers, speech pathologists, guidance officers will register at the beginning of each year and be identified with a personalised identification badge usually provided by their Department or organisation. Where badges are not provided, a visitor's badge will be provided from the school.
10. School Support Staff are required to sign in and out for Emergency Displan purposes.
11. All staff encountering a visitor without a badge have the responsibility to ascertain the visitor's purpose for being on school property and to direct the visitor to the Office and report the matter to the Office Manager or Principal.
12. Students who encounter a visitor without a visitor's badge are encouraged to immediately alert a member of staff.

EVALUATION

This policy will be reviewed annually before the commencement of each school year, or as required according to changes in legislation or need.

Ratification	Review Date	Policy Number	Date Produced
Date-15th/11/2011	2017	2/4	2011

This policy should be read in association with:

- 1. PARENT/CARER INVOLVEMENT AND PARTICIPATION POLICY**
- 2. VOLUNTEERS AND PRIVACY IN THE SCHOOL COMMUNITY PROTOCOL**
- 3. WORKING WITH CHILDREN CHECK POLICY**