



St Francis of Assisi
PARISH PRIMARY SCHOOL

VISITORS POLICY

Rationale

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. We also have a responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors to our school.

Implementation

- 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.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign in via a digital sign in system on the iPad located in the office, and will be assigned a "Visitors" badge which they must wear at all times within the school. All visitors who work within the school or accompany classes on excursions will be required to present their Working With Children Card and record their number when signing in. 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". Adequate signs are strategically placed around the school advising Visitors to report to the office.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be placed on the school website, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- 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.
- 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.
- All staff are issued with a personal identification tag which they are to wear at all times.
- Emergency teaching staff are issued with a school identity badge on the day they are working.
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