Visitors Policy
Pascoe Vale Primary School

Rationale:
- Pascoe Vale Primary School seeks 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.

Aims:
- 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 our school.

Implementation:
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.
- Visitors are defined as all people on school premises during school hours 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.
  
  Please note: visitors who are involved in working and helping in the classrooms and with children are considered volunteers. Volunteers are required to have a Working With Children Pass. See Volunteers Policy for details.
- All visitors are required to report to the administration office prior to undertaking any activity within the school. Visitors will be required enter through the official front gate into the foyer, to sign a “Visitors” book and will be assigned a “Visitors” badge which 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 to “sign out” in the Visitors book.
- Comfortable and safe waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any situations that may impact on their safety and comfort.
- All school gates will be closed by 9.30am, leaving only the ‘main office’ gate open during school times for all visitors and deliveries. School gates will be reopened from 3 to 4pm, then locked for the evening.
- Before and After care will have their own gate onto Cumberland Road, opening at 7am, locked at 9.30am, reopening from 3 to 6pm.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- The school community will be notified of any amendments to this policy as soon as possible following ratification by the school council.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the school 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.
• In cases when visitors are expected, staff will record in the school diary and on the staffroom whiteboard to notify colleagues of the presence of visitors in the school.

**Evaluation:**

• This policy will be reviewed as part of the school’s three-year review cycle, and at times when our emergency management procedures are under review. Next Review is 2015.

This policy was last ratified by School Council on 22\textsuperscript{nd} August 2012.