



VISITORS POLICY Clifton Hill Primary School 2017

RATIONALE:

Clifton Hill Primary School seeks to encourage visitors to the school through the creation of an open and friendly environment that values and encourages visitors to the school. Visitors may include, but are not limited to, parent and community volunteers, guest speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers, commercial sales people, tradespeople.

AIM:

- To provide a safe and secure environment for the students, staff, parents and visitors to Clifton Hill Primary School through the establishment of protocols and procedures that effectively monitor and manage visitors to the school.

IMPLEMENTATION PROTOCOLS:

- All visitors are required to report to the School Administration on arrival and sign in via the Compass Kiosk.
- They will be assigned a 'Visitor' pass which they must wear at all times whilst within the school. At the conclusion of their visit, they are required to report to the School Administration to 'sign out' via the Compass Kiosk. In an emergency, the Compass Kiosk visitor record will be used by the Principal to ensure the safety of all visitors to the school.
- Visitors within the school who have failed to sign in will be monitored and reminded to do so by staff members.
- Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort by the Administration staff, leadership team or staff member involved in organising the visit.
- Casual Relief Teachers (CRT) will be familiarised with the school Counter Disaster Plan and emergency meeting locations. They will also be provided with information related to medical conditions and management plans of students in their care.
- Salespeople and those delivering goods will be directed to report to the School Administration staff prior to their arrival.
- Visitors providing services to the school such as tradespeople and consultants will be asked to present their Working with Children Check (WWCC) in accordance with the *Working with Children Act 2005* and observe the school's Occupational Health and Safety procedures while on site. Any visitors providing services to the school who do not have their Working with Children Check will be monitored by School Administration staff or teaching staff during their visit.
- Parents who volunteer in classrooms or excursions/incursions will be asked to provide their Working With Children Check (WWCC). Parents attending overnight

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camps and excursions will have a National Criminal History Records Check with no relevant criminal record noted.

- The Principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. instrumental music) during and after school hours.
- The Principal reserves the right, and has the authority to prohibit anyone from entering or remaining within the school, and to invite or exclude people from using or being within the school's boundaries outside school operating hours as stipulated within the Summary Offences Act 1966.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

REVIEW: 2020