Rationale:

Craigieburn Primary School seeks to provide an open and friendly environment, which values and actively encourages visitors to our school. At the same time we recognize our duty of care to ensure a safe environment for our students, staff and school community. This includes effectively managing visitors in our school.

Child Safe Standard:

Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with the legal obligations including child safety standards. Refer to our Child Safety and Code of Conduct Policies.

Aim:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors within our school, whilst not compromising the open and inviting nature of our school.

Types of Visitors include and are not limited to:

- Prospective parents and employees.
- Parent and community volunteers, invited speakers, business and service groups, local members of parliament.
- Sessional instructors, e.g. Metro music, Sport Clinics. They require a Working with Children’s Check.
- Uniform suppliers, booksellers, official photographers, commercial sales people; tradespeople, children’s services agents, talent scouts, instructors.
- Department of Health and Human Services Child Protection Workers, Victoria Police.
- Former students of Craigieburn Primary School.

Guidelines and Implementation:

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

- Verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally a working with children check (WWC Check); however if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption. (refer to WWC Check Policy)
- 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.
- Signed copies of permission slips need to be recorded.
• Parents/carers picking their child up during school hours need to report to the office. An early leaver’s pass will be completed at the office. No student will be allowed to be collected from a room without a pass.
• All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a “Visitors” book and will be assigned a “Visitors” badge which they must wear at all times within the school. Visitors will also 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.
• Visitors will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort.
• 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 by the school staff.

References:

Related Legislation
• Education and Training Reform Act (Vic) 2006
• Ministerial Order 141
• Working with Children Act 2005

Evaluation:
This policy will be reviewed as a part of the school's cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in Oct 2016 and will be reviewed 2017.