



Care to Learn Learn to Care

VISITORS POLICY

Aims

To ensure a safe school environment in which to promote high quality educational and social learning outcomes. To provide an open and welcoming environment for volunteers and visitors in accordance with the school's Duty of Care policy. Garfield Primary School is not a public place and our duty of care extends to students, staff and all visitors. We also have an obligation to protect the school buildings and property from theft, vandalism and misuse.

Visitors

Visitors are defined as all people, other than staff members, students and parents/carers directly involved in the task of delivering or collecting children at the start/end of the school day, who attend the school with the intent of delivering a service/program within school hours of 8.45am and 3.45pm.

The range of visitors may typically, but not exclusively, include parent community volunteers, guest speakers, sessional instructors, community representatives, business and service groups, prospective parents and employees, local members of Council, State and Commonwealth Parliaments, employees of relevant children's services, trades people, talent scouts for sporting and arts organisations, official school photographers or commercial salespeople such as booksellers and uniform suppliers.
(DEECD SO71-2009 Visitors Policy, section 4,16.3)

Our Responsibility

The Working with Children Act 2005 states that all people who work or volunteer in child-related work, apply for, pass and present a Working with Children Check (WWCC). Garfield Primary School requires all visitors working with children, such as Reading Helpers, to present a WWCC to the school office for photocopying and filing, prior to starting work.

Garfield Primary School requires all visitors to sign a Visitors book, located in the Administration office, on arrival and departure, including times and reason for visit. This ensures that the school has a record of people present on the premises in the event of emergency, and for any future investigation.

School staff will introduce themselves and make visitors welcome.

Visitors will be provided with directions or be guided to their destination.

Visitors will be made aware of any circumstances that may impinge on their safety and comfort. (eg building works). Tradespeople will normally work outside recess and lunchtimes. Wherever possible, parents will be notified via school newsletter, website or social media.

Visitors who have failed to comply with any process will be directed to the school office by a staff member.

Under the Summary Offences Act 1966 and subsequent amendments, the Principal or delegated nominee, 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 school boundaries outside school operating hours.

Garfield Primary School's Emergency Management Policy procedures ensure that visitors within the school at the time of an emergency or practice drill will be recognised and appropriately catered for.

Ratified by School Council

Date: 14/11/2016

Principal: John Barkley

School Council President: Stuart Horsburgh

Review Date: 14/11/2017