



### Rationale

The school, as part of the wider community, seeks to provide an open and friendly learning environment where appropriate visitors are valued and their presence is actively encouraged. Oberon Primary School also recognises its duty-of-care to students and staff (to provide a safe environment) and its responsibility to protect its resources and assets against theft, vandalism and misuse.

### Policy Statement

Oberon Primary School will provide a safe and secure environment for students, staff and resources by establishing guidelines and procedures, which effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

### Definition of a Visitor

Visitors are defined as: all people on school grounds other than parents/guardians involved in the task of delivery or collection of children at the start or end of the school day. Parents, guardians and students (e.g. high school students or work experience students) assisting and participating in classroom activities or school services (e.g. Parent Club activities or School Council) will be considered to be visitors. Part-time and casual staff who are present on day, which is not their regular work-day, must sign in as a visitor.

### Implementation

- The Principal has operational responsibility in relation to the visitors who are allowed into Oberon Primary School, for what purpose and on what conditions\*. All visitors to school are there at the discretion of the Principal or in her/his absence, the nominated teacher-in-charge.
- All visitors during school hours are required to register their arrival at, and departure, from the school, in the visitor's book at the school office. Visitors will be required to print and sign their name, record the date and time of arrival and departure, and note the purpose of their visit. They will be given a visitors' badge and must wear it for the duration of their visit. A visitor not wearing a current badge may be questioned as to the reason for their presence by staff, students or parents. They may be escorted to the office to verify their purpose and permission to be on the premises.

#### **Exceptions:**

- a. Visitors attending large-scale activities and special functions at the school (e.g. Sports Day, Open Day, Grade 6 Graduation) will be exempt from signing in and out at the general office.
- b. Parents or guardians picking up children early, or dropping them off late (i.e. after 9 am) are required to sign the "*late arrivals/early dismissal book*" and do not require a visitors' badge.

\*The Principal has the right, under the Summary Offences Act, to prohibit any potential visitor from entering or remaining within the school, and also the authority to invite or exclude people from using or being within the school boundaries during or outside school operating hours.

- In the event of an emergency on school grounds, visitors will follow the instructions given by any member of Oberon PS staff.

- When visiting a classroom, parents must accept the authority of the teacher (or teachers) and recognise they are in attendance on the teacher's terms. Oberon PS teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity.
- Visitors are not permitted to have unsupervised access to children, except at the discretion of the Principal or in her/his absence, the nominated teacher-in-charge.
- Under the Working with Children Act 2005, volunteers and paid workers in the school are required to have a Working with Children Check. A register of WWCC is maintained by the School and is kept in the Office. Any exemptions must be approved by the Principal or the nominated teacher-in-charge.
- Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
- Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to event that visitors will be taking photographs.

## **Evaluation**

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

**This policy was ratified by the School Council on: 25/10/2016**

**NEXT REVIEW DATE:** October 2019