



KATUNGA PRIMARY SCHOOL

VISITORS POLICY

1. POLICY STATEMENT

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the 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.

2. POLICY PURPOSE

To provide a safe and secure environment for our students, staff and resources.

To establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inclusive nature of our school.

3. DEFINITIONS

Visitors to the school are defined as all people entering school grounds during school hours, 8.45am to 3.40pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers eg incursion presenters
 - sessional instructors
 - representatives of community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
- external welfare and allied health professionals
- talent scouts.

4. APPROVALS

On the basis that schools are not public places, but are institutions for learning in the spirit of public education, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.



KATUNGA PRIMARY SCHOOL

When deciding to approve a visitor, the Principal will consider the visitor's purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education; and
- the potential for the visitor to cause controversy within the school or broader community.

5. DUTY OF CARE

The school has a duty of care to appropriately supervise students.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

6. IMPLEMENTATION

All visitors are required to report to the administration office prior to undertaking any activity within the schools. They are required to sign a Visitors Book and will be assigned a "Visitor" badge which they must wear at all times within the school. At the end of their visit, visitors must report to the administration office to return their badge and sign out in the Visitors Book.

This process will be published in school communications and will be displayed at all school entrances.

All visitors are required to comply with the schools Statement of Values.

Visitors who fail to follow directions will be directed to the Administration Office.

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 cared for.

7. LINKS AND REFERENCES

This policy should be read in conjunction with:

School Policy Advisory Guide:

- [Visitors in schools](#)

The school's policies:

- [Code of Conduct Policy](#)
- [Emergency Management Policy](#)
- [Working with Children Policy](#)

External Links:

- [Working with Children Check](#)

Related Legislation:

- *Working with Children Act 2005*
- *Education and Training Reform Act 2006*



KATUNGA PRIMARY SCHOOL

Communication:

- Katunga Primary School has a process in place where it communicates its policies to staff, students, guardians, parents and the school community by placing its policies on the school website and making them available to anyone who comes into the office and requests to see them.
- **Ratified:** This policy has been ratified by School Council in August 2018.