



Visitors Policy

PURPOSE

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

SCOPE

Upper Ferntree Gully Primary School seeks to encourage visitors to the school through the creation of an open and friendly environment, which 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.

POLICY

- The principal reserves the right, and has the authority to invite or prohibit anyone from entering or remaining within the school at any time as stipulated within the Summary Offences Act 1966.
- All visitors are required to report to the School Administration on arrival and sign in through the school iPad. They will be assigned a 'visitor identification', 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 return their 'visitor identification' and sign out via the iPad. In an emergency, the iPad log will be used by the principal to ensure the safety of all visitors within the school.
- Visitors within the school who have failed to sign in will be 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 Emergency Management Plan Evacuation Procedure and meeting locations by office staff or someone from the leadership team. They will 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 the Principal or teaching staff during their visit.
- Parents who volunteer on camps, excursions or in classrooms must have a current Working with Children Check (WWCC).
- If parents or families visiting the school do not hold a current Working with Children Check (WWCC) they may be permitted to attend the event provided their child is participating and they are under the supervision of a teacher at all times.



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FURTHER INFORMATION AND RESOURCES

- Summary Offences Act 1966.
- *Working with Children Act 2005*
- *Child Safety Standards*

REVIEW PERIOD

This policy was last updated in April 2018 and is scheduled for review in 2019