

---

*Policy: Visitors Policy*

*School: Benalla P-12 College*

*Section: General 1.10*

*Version: One*

## **SECTION ONE GENERAL 1.10 Visitors Policy**

### **Rationale:**

- We seek to provide an open and friendly learning 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 and staff, and we recognize our responsibility to protect our students and staff and preserve our resources against theft, vandalism and misuse.

### **Basic Beliefs:**

- To provide a safe and secure environment for our students and staff.
- To protect the college's resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students and parent/guardians involved in the task of delivering or collecting children.
- The process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.

### **Guidelines:**

- **Parents/Volunteers**

We appreciate all parents, carers and community members who volunteer their time in the school. Parents often help with home readers, reading with children. All volunteers working in the classroom must sign in at the front office and collect a volunteer badge.

*Parents and grandparents who volunteer in classrooms or excursions/incursions do not require a Working with Children Check if their child is participating or ordinarily participates in the activity undertaken provided they are under the supervision of a teacher. Parents will require a Working with Children Check if they are volunteering for an overnight excursion.*

- **Late arrivals/early departures from school**

Parents and carers do not need to sign in if they are dropping off or picking up their children, or attending a pre-arrangement meeting or interview. They can take their child to the office to receive a late pass or give their child a note for the office/teacher.

- **Special Events**

Parents and carers are not required to sign in if they are attending concerts, presentations etc during schools and after school hours.

**Implementation:**

- 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 be required to report to the office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Visitors/parents and guardians 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 with 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 recognized and be appropriately catered for.

**Basis for discretion:**

The basis for discretion lies with the Principal as an operational matter.

**Date ratified by Benalla College Council: 25 August, 2014**  
**Recommended date for review: August, 2016**

<b>Date Implemented:</b>	August, 2014
--------------------------	--------------