

Bundoora Primary School Policy	MANAGEMENT POLICY Visitors	Ratified by School Council May 2019
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If further information is required, please refer to the DET Policy Guidelines.

1.0 VISION

- 1.1** To provide a safe and secure environment for our students, staff and resources.
- 1.2** To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of Bundoora Primary School (BPS).

2.0 ACTION

- 2.1** We actively encourage an inviting, open school, however, the safety of our students, staff and resources remains our highest priority.
- 2.2** Visitors are defined as all people, other than staff members, pre-service teachers, and students, parents/carers involved in the task of delivering or collecting children at the start or end of the school day, who seek to enter our school.
- 2.3** Visitors, other than emergency services operatives or various emergency children's services agents, are required to make prior appointments to be approved to visit BPS.
- 2.4** All subcontractors are to report to the administration office and complete an induction before commencing work. This induction will be carried out by the Principal, Assistant Principal, and Administration Staff Members, OHS Officer or other qualified staff member/s.
- 2.5** All visitors during school operating hours will be required to report to the administration office prior to undertaking any activity within the school, where they will be asked to sign a *Visitors' Book* and be assigned a visitor badge. Visitors must wear their badge at all times while on school grounds. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and sign out in the *Visitors' Book*.
- 2.6** Upon arrival, visitors will be provided with directions and an induction, if necessary, and made aware of any construction works etc. that may impact upon their safety or comfort whilst on school grounds.
- 2.7** The Principal is responsible for the implementation of this policy and has operational responsibility in relation to the visitors who are allowed on school grounds; for whatever purpose or under whichever conditions.
- 2.8** Visitors within the school who have failed to follow the visitor identification process, as outlined above, will be redirected to the administration office by a staff member, where the matter will be resolved.

2.9 Under the Summary Offences Act and the subsequent amendments, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining in the school buildings or on school grounds. The Principal also has the authority to invite or exclude people from being within the school boundaries outside of school operating hours.

2.10 BPS's emergency management procedures will ensure that visitors on school grounds, at the time of any emergency or emergency practice drill, will be recognized and appropriately included in any necessary procedures.

3.0 REVIEW

The *Visitor Policy* will be reviewed in line with legislation, regulations and best practice, as part of the school's policy review process.

