



OSBORNE PRIMARY SCHOOL  
2655

# 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 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.

## **Aims:**

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- To have a zero tolerance of any form of child abuse.

## **Implementation:**

- 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 parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- 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. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort. • Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential


- visitor from entering or remaining within 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 recognised and be appropriately catered for.

### **RELATED POLICIES AND FURTHER INFORMATION**

- Statement of Commitment to Child Safety,
- Child Safety Policy
- Child Safe Environment Policy
- Child Safety Reporting and Obligations Policy (Previously Mandatory Reporting)
- Volunteers Code of Conduct.
- Student Engagement and Wellbeing Policy
- Inclusion and Diversity Policy
- Bullying Prevention Policy
- External Providers Policy
- Working With Children Check Policy
- Visitors Policy

### **Evaluation:**

- This policy will be reviewed as part of the school's four-year review cycle, and at times when our emergency management procedures are under review.

Approval Authority	 <b>School Council President: Jen Denman</b> Date: 20 <sup>th</sup> October 2016
(Signature & Date)	
Review Date	2020
This policy was last ratified by School Council in 2016	
Modified 1.03.2019 for Review.	

References: Vic Govt Schools Reference Guide  
<http://www.eduweb.vic.gov.au/referenceguide/management/616.htm> <http://www.sofweb.vic.edu.au/EMERG/secmang/visit7.htm>  
 Exec Memo 97/041 — Trespassers in Schools