



# *Cranbourne East Primary School*

## **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.

### **IMPLEMENTATION**

- Whilst we actively encourage an inviting and open School, the safety of our students, staff and resources remain our highest priority.
- Visitors are defined as all people other than staff members, students, and parents or 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 in and given a Visitors Pass. Similarly, visitors will be required to report to the administration office at the end of their visit to and sign out and hand back the Visitors Pass.
- Contractors are required to sign in with the On Site Service Assistant.
- Visitors will be provided with directions and will be made aware of any construction works 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.
- 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.

To meet the Child Safety Standards - Code of Conduct, Cranbourne East Primary School requires all visitors, contractors, volunteers or any other person who is involved in child-connected work to undertake the following:

- All CRTs listed for employment at the School to supply VIT registration in advance of offer of work.
- All volunteers, contractors or those involved in child-connected work (other than teaching staff) to provide a Working with Children's Card, for photocopying and placement on school files.
- Require evidence of identity (eg driver's licence, passport etc).
- Any CRTs, volunteers or contractors to be provided with a School 'Child Safe Code of Conduct' document, affirming our commit to the safety and wellbeing of all children and young people at our School. The document will outlay the parameters of our commitment to child safety and list appropriate and inappropriate behaviours within this context. All CRTs, volunteers and contractors will need to sign a register annually, acknowledging their

reading and understanding of requirements prior to commencing their child-connected work within Cranbourne East Primary School.

**Important information those volunteers, contractors and any person working in a child-connected capacity must abide by:**

- Relevant and verifiable experience in working with a diversity of children.
  - Understanding of children's physical, emotional needs.
  - Understanding professional boundaries.
  - Communication skills.
  - Possessing non-discriminatory attitudes or behaviours towards any child, for any reason.
- The School will set up a registration log, illustrating a multi annual recorded database, listing checks against those possessing - Working with Children documentation, VIT and acknowledgement of Child Safety Standards - Code of Conduct processes and protocols.
  - Cranbourne East Primary School is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. We will document, implement, monitor and periodically review our risk management strategies for child safety relevant to visitors, contractors, CRTs, volunteers (and all others involved in child connected work) to ensure that our strategies change as new risks arise. All risks to child safety will be listed on our Risk Register and reviewed annually.

**EVALUATION**

Ratified by School Council: 19<sup>th</sup> October 2016.

This policy is to be reviewed annually or as policy is amended.