

Marlborough Primary School

School Policies Manual



VISITORS TO SCHOOL

Rationale:

The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning. Marlborough Primary School seeks to create strong partnerships between community services, schools, the broader community and business.

Aim:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures to effectively monitor and manage visitors whilst not compromising the open and inviting nature of our school

Implementation:

1. During school hours all visitors must register their arrival at and departure from the school at the school office. Details including name, signature, date and times and purpose of the visit must be recorded.
2. Where an open invitation is extended by the school for attendance at Assemblies, Sport events, Grandparent Days etc, it will be impracticable to require visitors to sign in. In these cases visitors will be in the presence of relevant staff members.
3. Visitors will be required to wear a distinguishing lanyard which may be issued at the office at the time of signing in.
4. Regular visitors will be required to have a current Working With Children Check. Copies of these will be stored at the school office.
5. Parents will be notified and, if necessary, permission sought for activities run by outside agencies.
6. Regular visitors, including contractors and trades people will be familiarised with school routines and induction processes.

7. Visitors to school requiring a meeting with a member of staff are required to make an appointment.
8. Unregistered visitors on school property for purposes not related to students or educational programs may be deemed as trespassers.
9. 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 appropriately catered for.

Evaluation:

This policy will be reviewed as part of the school's 3 year review cycle.