

VISITORS TO THE SCHOOL POLICY

RATIONALE

To establish a set of procedures that enables all staff to have a common understanding of the requirements and responsibilities regarding visitors to the School.

The term **visitors** includes invited guests, guest speakers, uninvited guests (including ex-students), contractors, external providers, parents/guardians, voluntary workers, potential students and their parents and any person not employed by the school and outsiders.

Toolangi Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Toolangi Primary School has zero tolerance for child abuse.

Toolangi Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Toolangi Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

AIMS

We aim to provide and maintain:

- The good order of the School at all times.
- A safe and secure working environment for students and staff.
- An enhanced learning environment for students - through the use of skills, knowledge and experience brought by guest speakers / visitors.
- A welcoming environment for visitors to the School.
- The opportunity through known and recognised procedures for parents / guardians to feel welcomed and to be able to communicate in a positive environment.

IMPLEMENTATION

Contractors / External Providers

- Any contractor or external provider first entering the premises is to register through the General Office. Casual contractors will be issued with an identifying visitor's badge.

Parents / Guardians

- The preferred procedure is for parents / guardians to make a prior appointment and on arrival report to the General Office and wait in the Foyer.

Voluntary Workers

- Arrangements for the presence / attendance of voluntary workers are coordinated through the staff member responsible for the program / service area. This includes any working bees and extra-curricular school programs. (Voluntary workers are covered under the appropriate Department of Education Workcover arrangements.)

Potential Students and Parents

- Visits / tours of the School are arranged through the Principal and/or Junior School Teacher and either one or both will accompany such visitors around the School.
- Interviews will be arranged for all potential students and their legal guardians through either the Principal or Junior School Teacher

Uninvited Guests

- These visitors are to be accompanied to the Principal to seek approval. If approved, a visitors' book will be signed, and a pass issued that is to be worn for the duration of the visit. The visitor will exit via the general office and sign out, returning the pass.

RESOURCES

The appropriate visitor's book and identifying passes will be maintained and kept in the General Office.

Visitors to Toolangi Primary School Policy

Please complete the following information and refer to the Principal:

SECTION A To be completed by the teacher

1. Teachers name _____
2. Department / Program _____
3. Name(s) of proposed Guest Speaker(s) _____

4. Proposed Date and Time ____ / ____ / ____ Time (Periods) _____
5. Student Audience (Year Level, Classes, etc) _____
6. Specify Curriculum Purpose _____

7. Matters / Issues to be covered _____
8. Cost (if applicable) _____
9. Discussed with and approved by LA Coordinator _____

Signed _____ Date ____ / ____ / ____

SECTION B To be completed by the Principal

1. Approved / Not Approved _____
2. Comment (as required) _____

3. Special Requirements
 - Parent Approval () • School Council Approval ()
 - Other (give details)

Signed _____ Date ____ / ____ / ____

SECTION C Communication to General Office to be completed

Details of Invited Guest /Guest Speaker to be entered in the specific diary held in the General Office.

Entry Made Please Tick Box

Signed _____ Date ____ / ____ / ____