



ST. MARY'S SCHOOL, ALTONA

SCHOOL VISITORS POLICY

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.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

IMPLEMENTATION:

- 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 day.
- All visitors are required to report to the administration office prior to undertaking any activity within the school, where they will be asked to write their details on 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 sign out.
- Visitors including volunteers and emergency teachers, will be given a copy of our Child Safety Code of Conduct and be required to acknowledge receipt of the document.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- All external entrances, other than the Administration Office entrance, will be locked at 9:00am daily and re-opened after 3:00pm requiring all visitors to enter the school this way.
- Under the Summary Offences Act 1966, the Principal reserves the right and 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 appropriately catered for.

