



# 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 monitor and manage 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 and 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 sign the Visitors book and write their details on a visitor's sticker 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 sign out.
- Visitors including regular volunteers and emergency teachers, will be given a copy of our Child Safety Code of Conduct and be required to acknowledge by signing and returning a copy to the office.
- Regular volunteers, including parents who attend excursions and help in classrooms, should have a current Working with Children Check (WWCC). A copy of the WWCC should be presented at the office. This will be recorded on the school register.
- 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.
- The Administration Office entrance, will be the main entrance used for visitors as all external gates will be locked between 9am and 3pm each day.
- 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.

### **Policy Review**

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **MARCH 2019**.