



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. If a visitor will be remaining on the school site, they will be required to log their attendance on the school's iPad and then take a *Visitor* 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 log 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 they have read it during the sign in procedure.
- Regular volunteers, including parents who attend excursions and help in classrooms, must 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 is the only 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 **JUNE 2020**