

Visitors & Volunteers Policy

Rationale:

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Purpose:

The purpose of this policy is to provide a safe and secure environment for our students, staff and resources and to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of St Thomas the Apostle Primary School.

Implementation:

- The safety of our students, staff and resources is our highest priority.
- Visitors are defined as all people other than staff members and students.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" lanyard 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 to "sign out" in the Visitors book.
- Visitors and volunteers who are required to have Working With Children Checks (WWCC) must supply a copy to administration upon initial entry to the premises. This will be recorded in our administration system and a colour copy kept on file. The WWCC must be placed in the Visitors lanyard which must be worn at all times within the school.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will appear at all school entrances and will be regularly published in the school newsletter.
- Visitors within St Thomas the Apostle Primary School who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966, the principal reserves the right, and has 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.
- St Thomas the Apostle Primary School emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation:

This policy will be reviewed as part of the school's five-year review cycle or as required.

Ratified by B. Marrinon, August, 2013.