



## **VISITORS' POLICY**

## Visitors' Policy 2020

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<b>Purpose:</b>	The College is committed to providing a safe and secure environment for all of our students, staff and resources and to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.	
<b>Scope:</b>	This Policy applies to the Wisdom College campus and serves as a guide to the management team and relevant administrative staff. The Principal has the primary responsibility for the day-to-day management and control of a school, including all persons on the school premises, and is to provide for the safety and welfare of students and staff on the school premises.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Visitors Policy 2018
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> April 2020
<b>References:</b>	Wisdom College Privacy Policy	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version:</b> 2.0 <b>Dated:</b> April 2020

## **Policy Statement**

Wisdom College recognises that the involvement of parents/carers and others from the community can play an important role in students' development and learning. Wisdom College is aware of potential risks in allowing visitors into schools, including those who are members of students' families or members of the local community.

This Policy seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school, while at the same time recognising our duty of care to ensure a safe environment for our students and staff, and our responsibility to protect and preserve our resources

## **Types of Visitors**

Typical visitors to schools include:

- prospective parents and employees;
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers ;
  - invited speakers;
  - sessional instructors;
  - representatives of community, business and service groups; and
  - local members of the State and Commonwealth Parliaments.
- those who are conducting business such as:
  - uniform suppliers;
  - booksellers;
  - official school photographers;

- commercial salespeople;
- contractors/trades people; and
- children's services agents.

Principal and Coordinators must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Blue Card or Positive Exemption Card.

### **Implementation**

A visitor is defined as any person listed in the above definitions.

Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a valid Blue Card or Exemption Card.

Staff should inform reception of expected visitors so that they can be directed to the correct staff member for immediate collection.

All visitors must report to the school office when arriving or leaving the school premises.

All visitors are required to sign the Visitors' Log Book when they arrive and leave the school premises and record the time of their departure

On arrival all visitors will be requested to wear an appropriate form of identification (i.e. visitors card) when on school premises. This must be returned to the School Office when leaving the school..

Whenever possible, visitors should obtain authorization from the Principal in advance. At the discretion of the Principal, such prior authorization may be given.

No visitors will be allowed to photograph students without parental permission according to the Privacy Act. This does not preclude parents photographing their own children at school events.

All school visitors must comply at all times with school policies, administrative rules and school regulations.

## **Intruders and Visitors Who Become Disruptive**

The school Principal has the authority to exclude from the school premises an intruder or any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately. The Principal or other authorized person will contact the police immediately if an incident involves threats of, or actual violence to, persons on the school premises.

## **Definitions**

### **Direction**

An instruction issued by a Principal or authorized persons.

### **Intruder**

A person entering school premises without permission and who does not have good cause to be on the premises.

### **Order to leave the school premises**

A verbal order issued by the principal to leave the school premises.

### **Prohibition order**

A written order to leave the school premises for a maximum period of 60 days, issued by the Principal.

### **School premises**

Premises used for school including buildings and other things erected or standing on those premises.

### **Visitor**

All persons on school premises. other than current students and employees of the school. who have good cause to be there.