VISITOR POLICY

PREPARED BY: School Management Committee
REVIEWED DATE: September 2016
TO BE REVIEWED: IN 12 MONTHS

Rationale

Hoa Nghiem Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to our school while also operating within Child Safe Standards. It is the responsibility of all staff to ensure the safety of all students and other staff members (including volunteers) and to ensure the school knows who is on the premises at any time and these people are immediately recognisable for the safety of our students, staff and the visitors themselves.

Implementation

Visitors are defined as:

- All people other than staff members
- Students and parent/guardians involved in the task of delivering or collecting students at the start or at the end of the school day.

All visitors other than parents/guardians who are delivering or collecting their children will be required to report to the main School Office to:

- Sign in a ‘Visitors Book’ and will be assigned a Visitor badge
- Sign out in the ‘Visitors Book’, return the badge at the end of their visit

Visitors within the school who fail to follow this process will be reminded about our procedures in the first instance, but may face restrictions on their ability to visit if there is a second breach of the policy (or where the first breach is significant enough to warrant it).

All visitors remain under consistent supervision of relevant school staff while on site.

Parent Helpers and Volunteers

All classroom helpers and other volunteers are expected to sign in and out at the School Office in the same manner as other visitors. In addition, they must have a valid working with children check card which is photocopied and kept at the office. Once accepted as part of a school program, helpers and volunteers must undergo Volunteer Induction, familiarise themselves with our school Child Safe Policy and sign our Volunteer Code of Conduct. Breaches of this Code of Conduct, or the individual expectations of the class or school program, will result in warning. Further failure to comply (or a serious first breach of the same) will result in the helper or volunteer’s invitation to participate being rescinded.
Assemblies

For school assemblies visitors are requested to move to the assembly area and do not have to sign on or off, but must do so if they choose to remain in the school after assembly.

Special Events

On these occasions, visitors are not required to sign in or out provided that we can identify them as being connected to our students.

Afternoon Pick-Up

Parents do not need to go to the office if picking their children up from school at the end of the day, unless they are picking their child up early. In this case they must pick up a visitors badge from the office and show this to the class teacher when collecting their child.

Students leaving early must be signed out at the office, just as late comers must be signed in, so we can make changes on their attendance roll.

Excursions

All parents accompanying students on excursions must have a valid working with children’s check, sign in and sign out at the office and arrive at least fifteen minutes prior to departure in order to receive necessary instructions. Parents are required to adhere to Child Safe Code of Conduct and under constant supervision of the Child Safe Officer. Without prior approval or unique circumstances that require permission to be granted (e.g. assisting a student with disability), parents are not permitted to enter students’ changing rooms or bathrooms.

Further Procedures

When parents wish to communicate with their child’s teacher, the time before or after school would be best. If more time is needed, parents should make an appointment to visit at a mutually convenient time.

Emergency Management

The schools emergency management procedures will ensure that visitors within the school at the time of the emergency or practice drills will be recognised and appropriately catered for.

Staff and students should be aware of the schools visitor’s policy and should direct all visitors to the school office if they do not have a visitors pass.

The Visitors Policy will be published on the school website and school handbook.