



Hamlyn Views School

Visitors Policy

1. PURPOSE

Hamlyn Views School seeks to provide an open and friendly learning environment that 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 recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

2. AIMS

Hamlyn Views School staff will:

- a. Provide a safe and secure environment for our students, staff and resources.
- b. Establish protocols and procedures that effectively monitor and manage school visitors whilst not compromising the open and inviting nature of our school.

3. IMPLEMENTATION

- a. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- b. Visitors are defined as all people who seek to enter our school other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- c. Visitors, other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the school.
- d. 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 badge" 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.
- e. Comfortable and non-intimidating waiting and interviewing spaces in the Administration area will be made available.
- f. Visitors may require a Working with Children's Check as per the school's WWC Check Policy.
- g. Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works on site etc., that may impact upon their safety or comfort.
- h. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.
- i. Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
- j. Under the Summary Offences Act 1966 and subsequent amendments, 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.

- k. 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 be appropriately catered for.

4. REFERENCES

- a. HVS Child Safety Policy
- b. HVS Working with Children's Check Policy

5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

This policy was ratified in 2017.
Date for next review: 2018