



St. Michael's Parish School  
Ashburton

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# VISITORS POLICY

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Draft September 2009

## **Purpose of the Policy:**

The purpose of the policy is to provide guidelines and procedures in relation to visitors to the school.

## **Underlying Principles & Values:**

The *Blueprint for Education and Early Childhood Development* recognises that high levels of parental involvement in schools and strong communities are critical to children's development and learning. Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for children and young people and helping them pursue academic excellence. It is important that schools make the most of these partnerships.

Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools.

It is acknowledged that there are potential risks in allowing visitors into schools, including visitors who are members of students' families or members of the local community. These risks need to be managed in a manner which takes account of the nature and size of the school and its community.

## **Definition**

A visitor is described as any person not enrolled or employed at the school. Visitors to school will come under many categories (see appendix).

## **Implementation Plan:**

1. Approval for visits needs to be given by the Principal or Deputy Principal.
2. Under the *Working with Children Act 2005*, volunteers or paid workers in the school are required to have a Working with Children Check. A register of WWCC is maintained annually by the Deputy Principal and is kept in Principals' Office.
3. Visitors are not permitted to have unsupervised access to children.
4. All visitors, during school hours must register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date and times and purpose of the visit. Included in the visitor's book will be the school evacuation plan – visitors are required to indicate in this book that they have sighted the evacuation plan.
5. Visitors will be required to wear a visitors badge given to them by admin staff on arrival.
6. Visitors needing to take photos eg. surveyors, architects etc will be escorted by the Principal or a designated member of staff. No photos of children will be permitted. Teachers will be notified prior to event that visitors will be taking photographs.
7. All visitors to the school site will be alerted to evacuation and health & safety issues to be aware of on the site. These will be located in the Visitors book in the school office.

8. Visitors will be required to visit outside of play time.

## **Evaluation Plan**

Evaluation of this policy will be in accordance with the School Improvement Plan review cycle.

### Appendix to Visitor's Policy

Visitors to school will include but not be limited to:

Parents

Catholic Education Office School Advisors

Community volunteers

Invited speakers

Sessional instructors eg. Kelly Sports, Wendy's Music.

Representatives of community, business and service groups. eg St Vincent de Paul, CARITAS

Prospective parents and employees

Local members of the State and Commonwealth Parliaments

Employees of relevant children's services agencies

Trades people

\*Talent scouts for sporting and arts organisations

Official school photographers

Commercial salespeople such as booksellers and uniform suppliers.

Health Professionals

Past students

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\* From time to time individuals, agents or representatives approach certain schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.

Assisting such efforts to recruit students is not a primary function of schools. Nevertheless, many Victorian school communities value the opportunities for broader experiences and the further development of skills and abilities that these contacts may make available to their young people.

(DEECD School's Reference Guide Section 4.16 Visitors to Schools)

At St Michael's this may include:

Australian Children's Choir.

Local sporting clubs eg. Lacrosse

\*\* All visitors to school are permitted at the discretion of the Principal or in her/his absence the Deputy Principal.