

Rowville Primary School

Visitors Policy



DEFINITIONS

Rowville Primary School provides an open and friendly learning environment, which values and encourages visitors. At the same time, the school recognises its duty of care to ensure a safe environment for all students and staff. The school recognises its responsibility to protect our resources against theft, vandalism and misuse.

PURPOSE

The School aims to:

- Provide a safe and secure environment for our students, staff and resources;
- Establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of our school;
- Comply with Department of Education and Training (DET) guidelines.

Typical visitors to the School include, but are not limited to:

- Parent and community volunteers
- Invited speakers
- Sessional instructors
- Representative of community, business and service groups
- Local member of the State and Commonwealth Parliaments
- Those who are conducting business include, but not limited to:
 - CRT's
 - official school photographers
 - commercial sales people
 - trades people
 - children's services agents
 - book sellers
 - uniform suppliers.

IMPLEMENTATION

- Signs directing all visitors to report to the office appear at School building entrances.
- All visitors are required to report to the office prior to undertaking any activity within the School.
- Visitors must sign into the visitor register at the office, wear a visitor's pass at all times whilst in the School grounds and prior to leaving, return the pass to the office and sign out.
- Contractors and volunteers must undertake an OHS induction and complete a Contractor or Volunteer Worker OHS Induction Checklist.
- Contractors and volunteers must have a current Working with Children Check (WWCC) card, which must be provided to the office for copying.
- Contractors and volunteers must be familiar with and adhere to the requirements of the Child Safety Policy and Child Safety Code of Conduct, which are available on the school's website www.rowvilleps.vic.edu.au
- Contractors and volunteers must refer to the Visitors Policy which is available on the school's website
- School staff will provide visitors with directions where appropriate.
- Visitors within the School who fail to follow this process will be directed by staff to the office.
- 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 has the authority to invite or exclude people from using or being within the school boundaries.

- Visitors must adhere to the School's Occupational Health and Safety procedures which are set out in the Emergency Management Plan and displayed in the staffroom.

EVALUATION

This policy will be reviewed as part of the School's three-year review cycle.

RESOURCES

DET School Policy and Advisory Guide

This policy was ratified on 6 th September 2017 and will be reviewed in June 2020
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