



VISITORS POLICY

Rationale

Berwick Lodge Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to our rich and vibrant school community. We value high levels of parental involvement in schools and recognise that strong parent communities are critical to children's development and learning. We acknowledge that community groups and agencies, businesses and philanthropic organisations also have a strong interest in improving outcomes for children and young people, helping them pursue excellence and increase their appreciation and experience of the cultural and social features of the broader community. We endeavour to make the most of these partnerships in the best interests of our students. Increasing interaction between schools and their communities inevitably means that a range of visitors are present on school sites.

Concurrently we recognise our duty of care to provide a safe and secure environment for our students, staff and parents of Berwick Lodge Primary School, and acknowledge our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims

- To provide a safe and secure environment for our students, staff and resources
- To establish protocols and procedures that effectively, monitors and manages visitors, whilst not compromising the open and inviting nature of Berwick Lodge Primary School.

Implementation

- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.
- Visitors, such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through the newsletter,

website, notices, written invitations and personal approaches, as well as informally through conversation and opportunity.

- In facilitating contact between students and various organisations, the school will consider: the suitability of the activity for young people; whether involvement will enrich the learning and developmental skills of our students and complement their education; whether the individual or organisation has an appropriate record in terms of 'duty of care'.
- The front office is the school's major public space and parents are welcome to visit this area at any time to:
 - Organise the collection of their child/children by filling in an Early Leavers Pass
 - Drop off items such as school lunches, homework, notices and forms
 - Make appointments to see staff
 - Make enquiries about school operations
 - Pay accounts or complete other tasks that require the support of our administration staff or members of the leadership team
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.

School Procedures

- All visitors are required to report to the administration office prior to undertaking any activity within the school. They will be required to sign the "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. This specifically excludes spectators at school activities where the spectator has no formal role in the event. This includes events such as assemblies, sporting events, open nights etc. Parent helpers are considered a visitor and not a spectator and will need to follow the above procedure.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Salespeople and those delivering goods will be directed appropriately by administration staff.
- Visitors providing services to the school, such as tradespeople and consultants, may work independently of school personnel. These people will be asked to present their Working with Children Check (WWCC) in accordance with the "*Working with Children Act 2005*"; observe the schools "sign in" and "sign out" procedures; wear a visitors badge and observe the school's Occupational Health and Safety procedures while on site.

Risk Management

- Visitors entering the school will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be identified and directed appropriately.

Unauthorised Visitors

- 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.
- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school visitors policy and request that the individual leave the school grounds.

Communication

- Signage directing visitors to the School Office will be prominently displayed at school entry points.
- The procedures for managing and monitoring visitors will be regularly published in the school newsletter and on the school website.

Date Passed by School Council

The Visitors policy was passed by School Council on 12th December 2016

Proposed Date of Review

The Management Sub-Committee will be responsible to coordinating and planning the review of the Visitors Policy, under the auspices of School Council. The Policy will be reviewed every three years.