

## VISITORS TO SCHOOL

### Purpose

Lysterfield Primary School provides an open and friendly learning environment, which 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 we recognise 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 our school.

### Definitions

- Visitors are defined as all people other than staff members, students, and parents/guardians acting in their capacity of parents/guardians delivering or collecting children at the start or end of the school day.
- Visitors can include (but are not limited to) the following:
  - prospective parents and prospective employees
  - those who are addressing a learning or developmental need, such as:
    - i. parent and community volunteers
    - ii. invited speakers eg incursion presenters
    - iii. sessional instructors
    - iv. representatives of community, business and service groups
    - v. local members of parliament
  - those who are conducting business such as:
    - i. uniform suppliers
    - ii. booksellers
    - iii. official school photographers
    - iv. commercial salespeople
    - v. trades people
    - vi. external welfare and allied health professionals

### Duty of Care

The school has a duty of care to appropriately supervise students.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

## Implementation

- All visitors are 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.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The process for managing and monitoring visitors will be published in the school newsletter, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be directed to the Administration Office.
- 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.

## LINKS AND REFERENCES

This policy should be read in conjunction with:

School Policy Advisory Guide:

- [Visitors in schools](#)

Lysterfield Primary School Policies:

- [Supervision and Duty of Care Policy](#)
- [Working with Children Check Policy](#)

External Links:

- [Working with Children Check](#)

Related Legislation:

- Working with Children Act 2005
- Education and Training Reform Act 2006

## Evaluation

Review conducted annually by the Principal or nominee.