



## VISITORS POLICY

### PURPOSE

Truganina South Primary School seeks to provide 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.

### SCOPE

This policy applies to all visitors who spend time at Truganina South Primary School. A visitor can include, but is not limited to, parents, carers, trades and program facilitators.

### POLICY

- Whilst Truganina South Primary School actively encourages an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people 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.
- 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.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors may require a Working With Children Check – see WWC Check policy.
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Visitors within the Truganina South Primary 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.
- 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.
- Truganina South Primary 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.
- Truganina South Primary School ensures that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of [Special Religious Instruction](#))
- Truganina South Primary School ensures that school policies and procedures that are relevant to visitors are available/visible to the visitor, including the requirement to abide by the school’s child safety code of conduct.

## REVIEW CYCLE

This policy was last updated in January 2021 and is scheduled for review in 2024.

This policy was last ratified by School Council in:	February, 2021
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