



## CAULFIELD PRIMARY SCHOOL

### VISITOR POLICY

### POLICY NO. 5.3

#### **Rationale:**

Caulfield Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people.

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

For the purpose of this policy, 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.

#### **Policy statement:**

- At Caulfield Primary School, visitors, such as parents, community members and VIPs are actively encouraged to participate in school activities.
- Caulfield Primary School will provide a welcoming and safe environment for all visitors.
- Caulfield Primary School will ensure that all visitors to the school are managed effectively, to maintain student, staff and parent safety and privacy.
- Visitors to the school are expected to behave in a manner which is respectful of the school as a learning environment.

#### **Implementation:**

- Visitors are required to report to the School Office prior to undertaking any activity within the school.
- Visitors are required to sign in using the 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, they are required to report to the School Office at the end of their visit to return their badge and to 'sign out'

using the Visitors book. If this procedure is not followed, the visitor must be accompanied by a member of staff at all times whilst on school grounds.

- There may be times throughout the school year when groups of parents and friends are invited into the school grounds to celebrate special events. On these occasions visitors are not required to sign in and out.
- Visitors providing services to the school such as tradespeople and consultants who may work independently of school personnel, will be asked to: observe the school's 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times; observe the school's Occupational Health and Safety procedures while on site; and abide by the CPS Child Safe policy and Code of Conduct.
- The Principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. instrumental music, religious education, incursions) during school hours.
- Visitors and volunteers entering the school will be provided with directions, and made aware of any construction works which may impact upon their safety or comfort. The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.
- Under the *Summary Offence Act 1966*, 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's boundaries outside school operating hours.
- All visitors to the school must abide by the Child Safe Policy and Child Safe code of conduct at all times.
- No visitors will be allowed to photograph or make video recordings of children without parental permission in accordance with the *Privacy Act*. This does not preclude parents photographing their own children at school events such as concerts, assemblies and sporting events.
- In allowing visitors to the school the Principal shall determine the level of disruption to the function of the school in relation to the potential benefits to the school.
- The Principal shall have the right refuse access to the school to any visitor who has the potential to cause controversy within the school or broader community.

<b>Date of approval:</b> 2016	<b>Date of review:</b> 2019
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