

**PURPOSE**

At Ivanhoe East Primary School, we seek to provide an open and friendly 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 students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse. Whilst we actively encourage an inviting and open school the safety of our students, staff and resources remain our highest priority.

Visitors are defined as all people other than staff members, students and parents/guardians.

**IMPLEMENTATION**

- All visitors are required to report to the Administration Office prior to undertaking any activity within the school, where they are required to sign a 'Visitor's Book' and be assigned a 'Visitor's Pass', which they wear at all times within the school.
- All visitors engaging in 'child-related work' must have a Working With Children Check, regardless of whether they are being supervised by a teacher or another adult with a Working With Children Check. The school has procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally a working with children check (WWC Check); however, if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption
- The school will ensure 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)
- The school will ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.
- At the end of their visit, they are required to 'sign out' in the Visitor's Book.
- Parents/ carers picking their child up during school hours need to report to the office. An early leaver's pass will be collected at the office. No student will be allowed to be collected from the classroom without a pass. In most instances, the students will be sent down to the office to meet their parent/carer.
- Comfortable and non-intimidating waiting and interviewing spaces are made available for visitors.
- Visitors are provided with directions and informed of any construction works or other concerns that may impact upon their safety and comfort.
- Visitors who have failed to follow this process will be reminded to do so.

These procedures and policies are published regularly in the School Bulletin and will be displayed at all school entrances.

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 also the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

The school's emergency management procedures ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for by the school staff.

**EVALUATION**

This policy will be reviewed as part of the school's four-year review process in 2021.

**RELATED POLICIES AND DOCUMENTS**

This policy should be considered in consultation with the following other policies and documents:

Number	Name
229	Child Safety – Code of Conduct
304	Volunteers
306	Canteen