



Broadmeadows Valley Primary School

VISITORS POLICY

PURPOSE:

The purpose of this policy is to ensure the school effectively manages visitors on school premises.

RATIONALE:

Broadmeadows Valley 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, Casual Relief teachers, service providers, and commercial sales people.

Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Broadmeadows Valley Primary school

AIMS:

This policy will guide all individuals as to the established protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Broadmeadows Valley Primary School.

GUIDELINES:

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. 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.
3. All visitors will be required to report to the School General Office prior to undertaking any activity within the school, where they will be required to register using VPASS. They will be required to wear the Visitors' lanyard at all times within the school. Visitors will be required to report to the administration office at the end of their visit to return the lanyard and 'sign out' using VPASS.
4. Visitors and volunteers are also expected:
 - To be outstanding role models for all students
 - To work under the professional direction of staff, following school policies
 - To speak in a respectful and friendly manner to all students and staff
 - Maintain confidentiality
 - To report any issues of concern to teachers (and not directly intervene)
 - To keep a safe and professional distance from all students
5. Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school.
6. Volunteers working in any capacity with children will be required to present a satisfactory "Working With Children Check" documentation.
7. The Principal / Assistant Principal reserve the right and have the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

8. 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.
9. School leadership will appropriately screen visiting consultants to ensure that proposed visitations:
 - Clearly serves an educational purpose and is consistent with curriculum objectives
 - Is appropriate for children or young people in the relevant age group and
 - Is consistent with the values of state education
10. The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. If in doubt, Principals should consult with the Regional Office and seek advice from the Legal Services Branch.

EVALUATION

This policy will be reviewed annually.

REFERENCES

Victorian Government Schools Reference Guide at: Section 4.16

This policy was adopted at the School Council meeting held at Broadmeadows Valley Primary School on

17th November, 2015

17th November, 2015
Ratified on (Date)

School Council President – Raymond Drew