



St Joseph's P - 6 School

As a dynamic P to 6 Catholic school, St Joseph's strives for excellence within a Christ-centred community and contemporary environment.

Visitors Policy

Rationale

At St Joseph's School we seek to provide an open and friendly learning environment that 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.

Purpose

The purpose of this policy is to ensure:

- a safe and secure environment for our students, staff and resources
- protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Definition

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.

Procedures

- All visitors must report to the Front Office prior to undertaking any activity within the school, where they must sign a Visitors book and be assigned a Visitors badge which must be worn at all times within the school. Similarly, visitors must report to the Front 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 interview spaces are available.
- Visitors are provided with directions and made aware of any construction works etc. that may impact on their safety or comfort.
- The above process for managing and monitoring visitors will be regularly published in the school newsletter and appears at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- The Principal reserves the right, and has the authority, to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency procedures ensures visitors within the school at the time of any emergency or practice drill will be recognised and appropriately catered for.

Approved by: Leadership Team

Implementation Date: 2010

Revision Date: 2015