



4.21 VISITORS TO SCHOOL

POLICY

Beaumaris North Primary School welcomes parents and families as part of the school community and supports the building of partnerships with the broader school community.

PURPOSE

The aim of the policy is:

- To protect the safety and privacy of students and staff.
- To ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.
- To ensure that interactions between students and visitors is consistent with our school's curriculum objectives and the values of public education.
- To ensure BNPS complies with the guidelines set out by the DE&T School Policy Advisory Guide 2015.

IMPLEMENTATION

1. 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.
2. All visitors are required to report directly to the School General Office and register their arrival by presenting to the Compass Kiosk and entering their details electronically.
3. The Kiosk captures an image of the visitor which is displayed on a BNPS Visitor Identification Tag which they will wear for the duration of their visit.
4. When departing the school, visitors must return to the General Office to log out at the Kiosk by entering the number on their tag.
5. Where it is impractical for visitors to sign in, e.g. school assemblies, music concerts, sports events, etc., it is expected that the Principal or their nominee endorses their presence and the purpose of their visit.
6. Visitors who will be interacting with groups of students will do so only with the approval of a Principal Class Officer.
7. Parents will be notified in advance about visitors to the school who will be interacting directly with the students.
8. As visiting speakers have the opportunity to directly influence students, BNPS will ensure that the content of presentations and addresses will contribute positively to the development of students' knowledge and understanding.

9. BNPS will ensure that potential presenters are well briefed about the nature of the school and its community, and they should be prepared to respect the range of views held by students and their families.
10. Regular visitors to the school, i.e. parent helpers and volunteers, will be made familiar with school routines including the emergency management plan.
11. Visitors within the school who have failed to follow any process will be directed back to the General Office by a member of staff.
12. The Principal or Principal's delegate 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 operating hours.

Reference:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

Ratified by School Council August 2015

Next Review Date 2018