

ST CLARE OF ASSISI PRIMARY SCHOOL



VISITORS TO THE SCHOOL POLICY

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St Clare of Assisi Primary School adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Policy. This policy can be accessed via the following link:

<https://intranet.cg.catholic.edu.au/formandpolicies/layouts/15/WopiFrame.aspx?sourcedoc=/formandpolicies/Lists/Policies%202015/Attachments/87/Visitors%20to%20Schools%20Policy.pdf&action=default>

St Clare of Assisi Primary School implements this policy through the following procedures:

Purpose

This policy sets out the expectations for behaviours related to people visiting St Clare of Assisi Primary School. The parents, guardians and carers of students at St Clare of Assisi Primary School entrust the school to look after their children. Although the students' safety is the paramount concern of the staff, it needs to be balanced by an awareness of the importance of providing access to the school for members of the wider community.

St Clare of Assisi Primary School values the dignity and wellbeing of all and has an obligation under Work Health Safety legislation to ensure, so far as is reasonably practicable, a safe and healthy working and learning environment for all students and personnel, including employees, volunteers, visitors and contractors. Underpinning this legal obligation is our commitment to the development, in co-operation with personnel of a positive safety culture in our school so that the health, safety and welfare of all employees, students, and other persons who are legally present on school premises can be protected.

Visitors to St Clare of Assisi Primary School generally belong to following groups:

- **Volunteers** – persons authorised by the school to undertake work for, or to provide service to the community and include:
 - parents and other members of the school and parish community assisting at the school with reading, art/craft and gross-motor activities or any other form of classroom support
 - parents who assist with supervision on day trips and overnight excursions
 - parents and other members of the community assisting with the canteen
 - coaches or managers of those sporting teams which come under the umbrella of St Clare of Assisi Primary School.
- **Casual Relief Staff** – persons employed by the school for short periods
- **Contractors/Service Providers** – persons who have a contract or are appointed to perform work or provide services to the school. Examples could include maintenance, building/renovation projects, electricians, plumbers etc.
- **Visitors** – official visitors to the school who come to fulfil internal school or external organisational purposes that are authorised by the school. Examples of official visitors could include health workers, external consultants, sports organisations, musical or theatre groups and other presenters who work with children.

Policy

In the interest of promoting a positive school profile and healthy relations with the wider community, St Clare of Assisi Primary School welcomes legitimate visitors. Visits to St Clare of Assisi Primary School are managed with care to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience. As far as possible, visits should not disrupt the normal school program and should be planned in advance. Safety and duty of care obligations are to be observed at all times.

Definitions

Visitor

Visitors are defined as all people other than staff members, students and parents/caregivers involved in the task of delivering or collecting children at the start or end of the school day.

Volunteers

Volunteers are defined as one of the above, who is providing voluntary support to the school and has a present Working with Vulnerable People (WWVP) Card.

Procedures

All school staff (members of the Leadership Team, Teachers, Front Office Staff, Learning Support Assistants, the Groundsman and the Canteen Manager) are to be issued with a **name badge** which they are to wear at all times when at school or on school excursions. Name badges will also be provided for members of the Parish Team, Community Council, etc. who will be asked to wear them while in the school

All visitors will be required to report to the Front Office prior to undertaking any activity within the school, where they will be required to sign a "Visitors' Book" and will be assigned a "Visitor's Badge" which they must wear at all times within the school. Visitors will be required to report to the Front Office at the end of their visit to "sign out" in the Visitors book.

The Front Office staff will contact the appropriate staff member of the visitor's arrival.

Visitors without a WWVP card or Statutory Declaration will only be allowed access to the school while directly supervised by a member of staff.

Visitors and volunteers will be provided with directions, and will be made aware of any construction work, for example, that may impact upon their safety or comfort.

The above mentioned process for managing and monitoring visitors will be regularly published in the weekly Newsletter, and will appear at the front office entrance.

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 boundaries outside school operating hours.

The school's Critical Incident Policy will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and appropriately catered for.

Catholic Education Officers wear their name badge in lieu of the visitor's badge.

Casual staff must also sign the Visitors' Register and collect a 'Relief Teacher' badge if available.

Volunteers working with students are given a brief explaining their role and outlining the school's expectations and volunteer responsibilities such as:

- Follow school safe working procedures
- Take all reasonable precautions to prevent, by action or omission, injury to themselves or to others.
- Take all reasonable precautions to prevent, by action or omission, damage to school premises, plant or equipment.

Parent Helpers

Many parents and caregivers assist and support classroom programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. There is also a large group of

parents and caregivers who volunteer their time to work in the school canteen and library as well as in other areas of the school.

Parents and caregivers must sign in at the front office.

They will need to indicate they have a Working with Vulnerable People Card and a copy is held with the school.

Special School Events

There are a number of times through the school year when large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur, for example, at school assemblies and special whole school events such as Masses, Grandparents Day and the school Fete. On these occasions visitors are not required to sign in and out.

At St Clare of Assisi Primary School we understand that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the morning bell. For any matters of a more serious nature they are best to make an appointment to see their child's teacher and visit the school at a mutually convenient time.

If parents have any issue with a student other than their own child they are not to approach individual students while on the school grounds. They must make an appointment to see their child's teacher, the Assistant Principal or Principal about the matter in the first place.

Staff and students should be aware of the St Clare of Assisi Primary School's Policy and should direct all visitors to the school office if they have not signed in.

If staff or other identified visitors at the school meet a person on the premises during school hours, who is not wearing a visitor's badge, they should approach the person and ask them to go to the Front Office and collect a badge.

If the staff member or identified visitor experiences any difficulty in doing this, they are to contact the Principal immediately.

Related School Policies

- Chemical Safety
- Child Protection (Mandatory Reporting)
- Evacuation
- Lockout/Lockdown
- Parent Code of Conduct
- Work Health and Safety

Related CE Policies

- Guidelines for Professional Conduct

POLICY DATES			
Formulated	2011	Implemented	2011
Reviewed	2016	Next Review Date	2016