



Visitors to School POLICY

Rationale:

EEPS welcomes and encourages visitors into the school and understands there are a variety of reasons as to why people would be visiting.

To comply with Occupational Health and Safety and emergency management procedures it is important for EEPS to know exactly who is on school premise at all times.

As a minimum all schools must require all visitors arriving and departing during school hours use a visitors' book to record their name, their signature, the date and time and the purpose of the visit.

Aims:

- To comply with OHS and emergency management requirements in accordance with DEECD guidelines
- To ensure the policy and procedure of visitors visiting the school during school hours is communicated to community members
- To provide a safe environment for everyone at the school

Implementation:

- Visitors do not have 'automatic entry' rights. All visitors will report to the office before proceeding to a particular area of the school.
- Typical visitors to the school may include:
 - prospective parents and employees
 - those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
 - those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
 - children's services agents
 - talent scouts.
- All visitors will be required to complete details in a school visitor's register indicating their name, signature, purpose of visit, contact phone number, visitor's badge number, time in, time out, date and vehicles involved. There are different registers distinguishing between parent helpers and other visitors, both which require to sign in and out as well as wear the appropriate badge all times during their visit.
- Trades people who are employed by the school will require a Working with Children check to have been successfully completed and will be briefed on school safety requirements in relation to the task to be undertaken, location of the First Aid bay and procedures in the event of an emergency evacuation during their stay.
- Only authorized vehicles may be brought into the school grounds. There is to be no vehicle movement in the school grounds during recess or lunch breaks, except in the case of emergency vehicles. Visitors must gain authorization from the principal or acting principal to drive onto school premises.
- The principal will not typically endorse children's services agents or talent scouts but MUST be directly consulted by any such persons by telephone before considering a visit to the school.
- The office is to be contacted immediately in the event of staff, students or parents seeing non-recognised personnel in any area of the school. Staff are encouraged to challenge any non-recognised person by asking their identification and intention of being on school property. Students are not to approach or speak to strangers.
- The visitors badge is to be collected from the office and must be returned to the office before the visitor departs.
- This policy will be available to potential visitors via the schools newsletter and website as well as being available upon request at the office. This practice is in compliance with DEECD.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.