



# Bateman Primary School

## Visitors to School Policy

## Policy Statement

The Principal has primary responsibility for maintaining visits on school premises including observing procedures relating to visitors.

All persons on the premises of the school, during operating hours, other than current students and members of staff, are considered to be visitors to the school.

## Background

The Department of Education and Training encourages the community use of school facilities.

Visitors on school premises should feel welcome and the Principal may assist visitors in their movements on school premises by providing them with general information or instructions.

## Procedures

The regulation of visitors on school premises must only occur to maintain the good order of the school, and in particular, to ensure the safety and welfare of persons on the school premises and to prevent or minimise damage to property that comprises or is located at the school.

The Principal or staff must not detain any visitor on school premises as provided in section 120(3) of the School Education Act 1999 as this is the responsibility of the police or security.

However, the Principal or school staff must provide for the safety or welfare of staff and students on the school premises by employing protective behaviours that may include in extreme cases the restraint of visitors.

The Principal may request unauthorised people to leave the school grounds.

All Visitors participating in school activities involving children will be required to fill out a Confidential Declaration form unless the Principal determines that this is not required.

The Principal must contact the police immediately when an incident involves threats of or actual violence to persons on the school premises.

## Guidelines for Visitor

All visitors attending the school during school hours are required to report to the front office of the administration block and sign the Visitor's Book located in the front office.

All visitors, including contracted workers, must be given a Visitor's Sticker/Badge, unless their business name is visible and has been approved by the registrar on sign-in, to show they have authorised business on school grounds.

This is to be worn at all times while on school premises and should be clearly visible on clothing.

Any visitor who is working with students will have to provide a Police Clearance or complete a "Confidential Declaration". Department employees will have Police Clearance and a "Working with Children" Card.

## Collecting and Dropping off Students

If parents/guardians are collecting their child during the day, they are to come through the office, complete a 'Student Leave Pass', have it authorised and take to the class teacher who will release the child into their care.

If parents/caregivers are dropping their child at school, after the designated start times, they are required to bring their child through the office. In this situation they have the option: to sign in, collect a visitor's sticker and walk their child to class to pass on the pink 'late slip' to the teacher **OR** they may choose to leave their child to walk to class on their own (with the pink 'late slip'. This decision must be made clear to office staff.

## Exceptions to Visitors on School Grounds

Parents/caregivers are permitted on school grounds 15 minutes before school commences and 10 minutes after it has commenced and 15 minutes before school finishes.

During assembly mornings, parents, family and friends are permitted onto school grounds. They must leave as soon as the related activities have finished.