



Visitors to School Policy

We seek to provide an open and friendly learning environment, which 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. We recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aim

To maximise the safety and protect the privacy of students at Berwick Chase Primary School and minimise the potential risks posed to students by visitors. To allow for monitoring parental involvement in the programs at Berwick Chase Primary School, without jeopardising student/staff safety.

Implementation

School Procedure

All visitors, during school hours, must register their arrival at, and departure from the school in a visitors' book (including printing their name, signing, and recording the date, times and purpose of the visit). This book will be held at the front office. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigations. The exceptions are Casual Relief Teachers who register their arrival by signing a School Council Employee Tax Invoice form.

All parent helpers who hold a current Working with Children's Check will sign in and out of the Visitor's Arrival/Departures Register which is on the front counter in the office.

All visitors must report to the office and they must wear a distinguishing badge/sticker

- Regular classroom helpers will be issued with a distinctive badge after sign-in.
- Agency C.R.T's. may wear their company's lanyard with photographic identification or badges produced by office staff.
- All other visitors will be issued with a brightly coloured, self-adhesive, fluorescent label which must be worn at all times.

All visitors must satisfy the requirements listed in the Berwick Chase Working with Children policy.

All visitors to the school will be made aware of our Emergency Management Procedure to follow in the case of an emergency.

Talent Scouts

From time to time individuals, agents or representatives will approach Berwick Chase Primary School wishing to identify students who could contribute to their cultural, sporting, recreational or



business activities. The potential range of organisations or individuals may include children's choirs, orchestras, and drama groups and sporting associations.

Assisting such efforts to recruit students is **not** a primary function of Berwick Chase Primary School and is an activity that should be carried out privately by parents and students, out of school hours, without the involvement of the school.

However, special permission may be granted to some not-for-profit groups because;

- the activity conducted by the persons or bodies concerned is regarded by the broader community as suitable for young people, and specifically for the age group of the target students
- student involvement will lead to experiences that enrich learning and skills development and complement their school education, and
- the individual or organisation has an appropriate record in terms of their 'duty of care' for young people.

Examples of groups who may be specially considered include the National Children's Choir, Little Athletics and local football, soccer and netball clubs.

Visiting Speakers

A visiting speaker will only be engaged provided that the content of their presentation or address will make a positive contribution to the development of students' knowledge and understandings. Presenters will be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.

Operational decisions about whether to proceed with a particular presentation from a visitor will rest with the Principal, Assistant Principal or delegated staff member(s) after a suitable investigation (due diligence) has been conducted.

Evaluation

The Visitors to School Policy will be reviewed annually as part of the whole school cyclic review process.

This Policy was ratified at School Council May 2018