

VISITORS' POLICY

Aim and Purpose of Policy

Altona Green Primary School aims to provide a safe and secure environment for our students, staff and resources. We aim to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Definition

Visitors are defined as all people other than staff members and students during school hours.

Rationale

Altona Green Primary School seeks to provide an open and friendly learning environment with values, which actively encourages visitors to our school. Altona Green Primary School recognizes our duty of care to ensure a safe environment for all students and staff alike, and we recognize our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Implementation of Visitors policy

- Whilst Altona Green Primary School actively encourages an inviting and open school, the safety of our students, staff and school resources remain our highest priorities.
- All visitors will be required to report into the Altona Green Primary School office prior to undertaking any activity within the school. Visitors will be required to sign into the "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the Altona Green Primary School office at the end of their visit to return their badge and to sign out of the "Visitors" book.
- Visitors to Altona Green Primary School will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort throughout their visit.
- Visitors within the school, who have failed to follow the above office procedures, will be reminded to do so.

- Under the Summary Offences Act 1966, the School Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the Altona Green Primary School.
- Altona Green Primary School's emergency management procedures will ensure that all visitors within the school at the time of an emergency or practice drill will be recognized and be appropriately managed.

Endorsed by School Council - August 2009