



# CLYDE PRIMARY SCHOOL VISITORS POLICY

## **RATIONALE**

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, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

## **RELATED SCHOOL POLICIES**

Child Safe  
External Providers

## **AIMS**

1. To provide a safe and secure environment for our students, staff and resources.
2. To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

## **IMPLEMENTATION**

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority.
2. Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
3. All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a 'Visitors' book. Similarly they will be required to "sign out" the 'Visitors' book on their departure.
4. Comfortable waiting and interviewing spaces will be made available.
5. Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
6. The above mentioned process for managing and monitoring visitors will be published in the school newsletter, and will appear on the school's website.
7. Visitors within the school who have failed to follow this process will be reminded to do so.
8. Under the Summary Offences Act 1966 and subsequent amendments, 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.
9. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

## **EVALUATION**

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

## **ENDORSEMENT**

This policy was last ratified by school council on Monday 21st August 2017

This policy is due for review in 2020