
Visitors Policy

St Mary's Primary School recognises that parents and families are valued partners in their children's development and learning. It also seeks to create strong partnerships between community services, schools, business and the broader community who have an interest in improving educational outcomes for students.

Interaction between the school and the community inevitably leads to the presence of a range of visitors in the school. These may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; prospective parents and employees; and local members of State and Commonwealth Parliaments. Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in schools from time to time over the school year.

All personnel who are not regular employees of St Mary's Primary School can be regarded as visitors.

St Mary's Primary School clearly acknowledges there are potential risks in allowing visitors into the school, including visitors who are members of students' families or members of the local community. The school accepts its responsibility to ensure the safety and privacy of students at all times.

Policy Guidelines:

- All visitors during class hours (9.00-3.30pm) are required to report to the reception desk and register their arrival at and departure from the school in the St Mary's Primary School visitor's book. This includes printing their name, signing and recording the dates and times and purpose of the visit. Where it is impractical for visitors to sign in, *e.g.* school assemblies, music concerts, sports events, *etc.*, it is expected that the Principal or their nominee endorses their presence and the purpose of their visit.
- All visitors will be issued with a visitors pass to be worn & visible at all times.
- Regular visitors to the school will be informed about school routines including the Emergency Management Plan. Visitors are expected to conduct themselves in a manner consistent with those outlined in the St Ambrose' Pastoral Care & Discipline Policy.
- The *Working with Children Act 2005* requires that all school visitors, including parents, working directly with children, hold a valid Working with Children's Check of which a copy must be retained in the school office.
- No visitors will be allowed to photograph children without parental permission in accordance with the *Privacy Act*. This does not preclude parents photographing their own children at school events such as concerts, assemblies and sporting events.
- In allowing visitors to the school, the Principal shall determine the level of disruption to the function of the school in relation to the potential benefits the visitor provides the school.
- The Principal shall have the right refuse access to the school to any visitor who has the potential to cause controversy within the school or broader community.

EVALUATION

To be reviewed as required by developments in relevant legislation.