

SKiPPS Visitors Policy

Rationale:

We wish to acknowledge that our agreed school ethos is a driving force behind our policy to having visitors in our school.

This ethos states: *We seek to create an inclusive, inventive and reflective learning culture that:*

- *engages children by responding to their individual needs and enabling them to reach their full potential – academically, socially, emotionally and physically – and to pursue opportunities for individual and collective endeavour in the arts, sport and traditional curriculum areas*
- *supports staff to seek ways of enriching their teaching and learning, in particular by drawing on the skills and talents of each other and of the broader community*
- *connects children and families to their community and school by fostering open communication and cooperation, building resilience and self-confidence and valuing differences.*

In doing this we recognise our duty of care to ensure a safe environment for our students, staff and visitors; and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

Aims:

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

Implementation:

1. Paid or volunteer workers (other than regular classroom helpers) will have a Working with Children Check or Police Check, as appropriate to the position and understand the requirements under the Working with Children Act 2005.
2. 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 Visitor's Book and will be assigned a Visitor's badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out in the Visitor's Book.
3. Regular visitors to our school e.g. classroom volunteers, will be asked to sign a Visitor's Book either at the front office (for classes in the main building) or the main entrance of the BER, to record their presence at school for safety and acknowledgement purposes.
4. The separate procedures for special school events, with large numbers of visitors will be published in the newsletter and invitations for the events.
5. 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.
6. Visitors will be provided with directions or will be accompanied by staff, and will be made aware of any construction works, etc that may impact upon their safety.
7. This process for managing and monitoring visitors will be regularly (at least once per semester) published in the school newsletter, and will appear at all school entrances.
8. Visitors within the school who have failed to follow this process will be reminded to do so.
9. 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 at any time.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in....

October 2015