



St Francis Xavier Primary School

Visitor Procedure Policy

Rationale

At St Francis Xavier school, we seek to provide an open, welcoming and safe learning environment, which values and actively encourages visitors to our school. At the same time we are very committed to providing a safe, healthy and secure environment for all students, staff, parents, volunteers, contractors and visitors. In order to safe guard those in our school, especially the students, the school has developed a Visitors Policy that outlines the school's procedures enabling visitors and the obligations of visitors to conduct themselves whilst on school premises.

Purpose:

At St Francis Xavier Primary School, we aim to:

- provide a safe and secure environment for our students, staff, parents, volunteers, contractors and persons approved by the Principal involved in child connected work.
- establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising anyone's safety and the open and inviting nature of our school.
- provide a secure environment for the school resources and equipment.

DEFINITION:

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, end of or during the day, who are volunteers, contractors work experience and university trainee teachers approved by the Principal to be onsite.

Implementation:

At St Francis Xavier Primary School:

- 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 in via Passtab registering their arrival and departure from the school. They will be assigned a visitor's badge which must be worn at all times whilst in the school.
- School signage around the school and in the office area is provided to notify all visitors to report to the office at first instance when entering the school grounds.
- On signing in at the school office, it is expected the visitor have a current Working with Children Check and show evidence of this to the office staff. They are also to read and sign the SFX Child Safety Policy and relevant Code of Conduct.
- Staff are to challenge any visitor to the school who is not wearing a visitor's badge or accompanied by a staff member and are to redirect them to the office to sign in and complete the child safety processes. Emergency procedures are put into action at first instance of a person not complying to such staff request and/or are a concern for the safety of the school.
- Visitors are not permitted to undertake any child related and connected works without a WWCC and will be supervised at all times while on premises by another staff member assigned by the Principal or Principal nominee.
- Only adults authorised by the school leadership team may undertake child related/ connected works and have a WWCC. They are also expected to have read, signed and comply to the SFX Child Safety School Community Code of Conduct.
- Only when authorised by the Principal, will approved companies or outside agencies by way of business license or accreditation including reference checks be invited or permitted to present to students and staff. e.g. guest speakers, visiting groups etc. Such groups are never to be left alone unsupervised with children.
- Visitors must always conduct themselves in a respectful and appropriate manner in line with expectations outlined in the SFX Child Safety Policy and Code of Conducts.

- For the safety of visitors, they will be provided with directions to navigate the school or to the area they seek to visit and will be made aware of any construction or maintenance works that may impact on their safety or comfort. This includes Emergency / Evacuation procedures.
- The school's Emergency Management procedures will ensure that visitors within the school at the time of an emergency (or DISPLAN) will be recognised and appropriately catered for. Plans are posted on the walls throughout the school.
- The above mentioned processes for managing and monitoring visitors is published on the school website and advertised regularly in the school newsletter.

Evaluation

The policy will be reviewed annually or updated more regularly to accommodate any changes to legislation.

This policy was last reviewed by SFX School Leadership - September 2020

Updated August 2021