



Winston Hills Public School

Hillcrest Avenue, Winston Hills NSW 2153

Living and Learning Together

Visitors Policy

PURPOSE

This statement has been developed to ensure that the school community is aware of the conditions and procedures regarding visitors and volunteers to Winston Hills Public School.

RATIONALE

The school as part of the wider community seeks to provide an open and friendly learning environment, which values and actively promotes and 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.

AIMS:

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

KEY POLICY STATEMENTS

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- 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.
- 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 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 administration office at the end of their visit to return their badge and to sign out in the Visitors Book. Regular school volunteers may be issued with a visitors lanyard which they can keep for an agreed upon period of time in lieu of collecting a visitors badge each time they work in the school. They will still be required to present at the administration office each time they are on site to sign in and out of the Visitors Book.
- Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school
- Parent helpers/volunteers sign in the Visitors Register and collect a green "Parent Helpers" badge
- Volunteers working in any capacity with children will be required under the Child Protection (Working with Children) regulation 2013 to obtain and present a Working with Children Check (WWCC) Clearance. This is a condition of employment or engagement in any child-related work. Full conditions can be found at www.kids.nsw.gov.au
- Visitors within the school who have failed to follow this process will be reminded to do so.
- 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.
- 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.

APPENDICES

- Visitors, Volunteers, Contractors – Conditions of Entry (signage)
- Visitors Code of Conduct

RELATED SCHOOL POLICIES

- Student Welfare Policy
- Volunteers Policy

RELATED DOCUMENTS AND REFERENCES

- NSW Department of Education - Prohibited Employment Policy
- Child Protection Legislation 1997
- Inclosed Lands Protection Act (1901) and Amendments
- NSW Department of Education - Legal Bulletin Issue 31