

# FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL VISITORS POLICY

## PURPOSE:

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.

- The school recognises that parental/carer involvement in the school and the community is important to young people's development and learning.
- Community groups and agencies, business and philanthropic organisations have a strong interest in improving outcomes for young people and helping them achieve academic excellence
- Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools
- Other visitors including employees of relevant service agencies, guest speakers, school photographers, trades people and commercial salespeople may also be present in the school.

## SCOPE:

- This policy applies to all non-staff and students who enter the school

## POLICY:

- Visitors generally permitted in the school are those who clearly serve an educational purpose
- The school will at times facilitate contact with students by a potential range of organisations. These are negotiated on a case by case basis. Consideration will be given to:
  - the activity and whether the activity is suitable for our students
  - whether student involvement will lead to experiences that enrich learning and social and emotional development
  - whether the program interferes with the student's school-based learning
  - whether the individual or organisation has an appropriate record in terms of duty of care and relevant police safety checks
- Consideration will also be given as to whether a particular function provided by a visitor should be carried out privately by parents/carers and students out of school hours without the involvement of the school
- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school community, its policies and procedures and should be prepared to respect the range of views held by students and their families
- Volunteer workers must have acquired the appropriate working with children clearance (*see Volunteers Policy*)
- Contact with students by approved organisations may be approved at negotiated, convenient times during school hours.
- 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 Edupass
- All visitors will be assigned a numbered visitors lanyard which they must wear at all times within the school
- All visitors will be made aware of our Child Safe Code of Conduct, OHS and emergency procedures

- Visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances
- The principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school should they be identified as a potential risk to members of the school population/

<b>Links</b>	Policy: Child Safe, Volunteers, Duty of Care
<b>Author</b>	Assistant Principal
<b>Reviewed</b>	June 18
<b>School Council Approval</b>	n/a
<b>Next review date</b>	June 21
<b>References</b>	DET Policy and Advisory Guide: Visitors