



VISITORS POLICY

Rationale:

Malvern Central School (the School) provides an open and friendly learning environment, which values and encourages visitors. At the same time, the School recognizes its duty of care to ensure a safe environment for all students and staff. The School recognizes its responsibility to protect and preserve our resources against theft, vandalism and misuse.

This policy acknowledges the contractual arrangements with the City of Stonnington to enable access for the local community to the playground on the Spring Road campus outside of school hours.

Aims:

The School aims to:

1. provide a safe and secure environment for our students, staff and resources;
2. establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of our school;
3. comply with Department of Education and Training (**DET**) guidelines.

Types of visitors:

Typical visitors to the School include, but are not limited to:

4. parent and community volunteers (See the Volunteer Policy);
5. invited speakers;
6. sessional instructors;
7. representatives of community, business and service groups;
8. local members of the State and Commonwealth Parliaments;
9. those who are conducting business such as:
 - 9.1. uniform suppliers;
 - 9.2. booksellers;
 - 9.3. official school photographers;
 - 9.4. commercial salespeople;
 - 9.5. trades people;
10. children's services agents.

Implementation:

11. All visitors are required to report to the Administration Office prior to undertaking any activity within the School.
12. Visitors must sign into the School visitors book kept at the Administration Office and wear the appropriate identification at all times, and upon leaving, return it and sign out.
13. School staff will provide visitors with directions where appropriate.
- 14.

Contractors and volunteers to the School must have a valid Working with Children (**WWC**) Check card, and must remain in the line of sight of a member of staff while working in the presence of students. (See the Volunteer Policy) The Principal may, at her discretion, allow a visitor to commence work with the School if they have applied for a WWC Check but have not yet received their WWC Check card. (See Working with Children Check Policy)

15. The above mentioned process for managing and monitoring visitors will appear at all school building entrances.
16. Visitors within the School who have failed to follow this process will be directed by staff to the Administration Office.
17. Under the **Summary Offences Act 1966**, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the School and, has the authority to invite or exclude people from using or being within the School boundaries.
18. Visitors must adhere to the School's Occupational Health and Safety (**OH&S**) procedures which are set out in the Emergency Management Plan.

Resources:

- DET School Policy & Advisory Guide
Retrieved 12 June 2015, from
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>
- Malvern Central School Volunteer Policy

Evaluation:

This policy will be reviewed as part of the School's three-year review cycle.

- Next Review Date: **2018**

This policy was last ratified by School Council in: **August 2015**