

C.P.S. VISITOR POLICY

Rationale:

- 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.

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 our school.

Implementation:

- 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 dropping off or collecting children at the start or end of the school day. (Staff include teachers, non teaching staff, SSSO officers and personnel employed on local payroll)
- Visitors are 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. (Parent helpers who assist with school and classroom programs will not be treated as visitors)
- Working With Children documentation is collected as necessary and a record maintained
- School Council will approve any external providers who are offering a regular service to CPS students and conducting their business on school grounds. This includes our instrumental music teachers, Drama Time group and out of hours care providers. Approval will be sought at the commencement of each year
- For each external provider, CPS is responsible for sighting and keeping on file a copy of :-
 - a current WWCC
 - appropriate indemnity/public liability insurance
 - a signed acknowledgement of the CPS Child Safe Code of Conduct
 - evidence of informed parental consent relating to the supervision of their children.

All documentation listed above will be submitted to school council along with the proposed contract for the provider for approval.

- Visitors will be provided with directions.
- The school has a locked gate policy during school hours with an entry point being through the general office.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at the school entrance.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- 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 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.

Evaluation:

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