

# VISITORS

## POLICY

### **Rationale:**

Kingswood creates a positive difference for each student by providing an engaging, innovative and caring learning environment. This Visitors Policy assists Kingswood to create an enjoyable learning environment where students, staff and visitors can flourish and prosper by encouraging approved visitors to the school.

### **Aims:**

- To provide a safe and secure environment for our students, staff and resources.
- To establish procedures that effectively monitors and manages visitors.
- To provide a secure environment.

### **Implementation:**

- Kingswood actively encourages an inviting and open school that provides for the safety of our students, staff and resources.
- Approved visitors are defined as people who have registered in the school visitor's register for an approved purpose.
- Working with Children Certificate (WWCC) or other recognised accreditation is mandatory for visitors participating in activities involving direct contact with children.
- Each visitor is required to report to the administration office upon arrival where they must register their attendance in the "Visitors" book.
- Approved visitors will be issued with identification, which must be worn at all times within the school. Upon departure visitors will report to the administration office to return their identification and "sign out".
- Under the Summary Offences Act 1966 (Vic) and subsequent amendments, the principal reserves the right, and has the authority to prohibit any 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.

### **Related Policies**

- Classroom Helpers Policy

### **Evaluation:**

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