

# Visitor Policy

## Rationale

Kingswood creates a positive difference for each student by providing an engaging, innovative and caring learning environment. Kingswood creates 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.

## Implementation

- Kingswood actively encourages an inviting and open school whilst maintaining safety of our students, staff and resources.
- Approved visitors are defined as people who have registered in the school visitor's system.
- Working with Children Check (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 system.
- 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 an emergency or practice drill will be recognised and be appropriately catered for.

## Related Policies

- Classroom Helpers Policy

## References

- [Department of Education and Early Childhood Development - School Policy & Advisory Guide](#)
- [Department of Justice \(Victoria\) - Working with Children Check](#)

## Evaluation

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

## Review

Version	Edited By	Endorsed By	Next Review
Jul, 2011	P&C Sub-committee	School Council	Jul, 2014
Aug, 2014	Strategy, Development & Engagement Sub-committee		