

Visitor Policy

POLICY STATEMENT

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.

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the 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.

POLICY PURPOSE

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inclusive nature of our school.

DEFINITIONS

Visitors to the school are defined as all people entering school grounds during school hours 9am to 3.30pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers e.g. incursion presenters
 - sessional instructors
 - representatives of community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
- external welfare and allied health professionals
- talent scouts

APPROVALS

On the basis that schools are not public places but are institutions for learning in the spirit of public education, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

When deciding to approve a visitor, the Principal will consider the visitor's purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education; and
- the potential for the visitor to cause controversy within the school or broader community.

DUTY OF CARE

The school has a duty of care to appropriately supervise students.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

External Service Providers will not take individual students and will always be within line of sight of a classroom or the school office.

IMPLEMENTATION

All visitors are required to report to the administration office prior to undertaking any activity within the schools. They are required to sign-in using the Compass kiosk – a visitor's pass will be printed and a Kingswood lanyard made available, which they must wear at all times within the school. At the end of their visit, visitors must report to the Office to return their lanyard and sign out.

This process will be published in school communications and will be displayed at all school entrances.

Visitors who fail to follow directions will be directed to the Office.

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 cared for.

RELATED POLICIES

- [Classroom Helpers Policy](#)
- [Working with Children Check](#)

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
May 2017	Strategy, Development & Engagement Sub-committee	School Council	May 2020
October 2018	Strategic Development and Engagement Subcommittee	School Council	October 2021