



**HESKET**  
Primary School  
*Great things happen in small places*

## Visitors Policy

### Rationale

Hesket Primary School seeks 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.

### Aims

The aim of this policy is to provide a safe and secure environment for our students, staff and resources. To establish protocols and procedures that effectively monitors and manages visitors, while not compromising the open and inclusive nature of our school.

### Implementation

Visitors to the school are defined as all people entering school grounds during school hours, 8.50 am to 3.30pm, other than staff members, students and 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
- prospective employees
- community volunteers
- those who are addressing a learning or developmental need including parents
- invited speakers e.g. incursion presenters
- sessional instructors
- representatives of community, business and service groups
- local members of parliament
- those who are conducting business e.g. booksellers
- official school photographers
- commercial salespeople
- trades people
- external welfare and allied health professionals

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
- the potential for the visitor to cause controversy within the school or broader community
- the school is not the venue for parents to visit with children and separated parents should not attempt to use the school as a place to spend time with their child.

Hesket Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

### Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

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 supervised by school staff, at 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.

All visitors are required to report to the Administration Office prior to undertaking any activity within the schools. They are required to sign a Visitors Book and will be assigned a "Visitor" badge, which they must wear at all times within the school. At the end of their visit, visitors must report to the Administration Office to return their badge and sign out in the Visitors Book. This process is displayed at the front entrance of the school building.

Visitors who fail to follow directions will be directed to the Administration Office by school staff. 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.

#### Evaluation

This policy will be reviewed as part of the school's 4-year review cycle.