



St John the Apostle
CATHOLIC PRIMARY SCHOOL, TARNEIT WEST

VISITORS POLICY

2018

ST JOHN THE APOSTLE
CATHOLIC PRIMARY
SCHOOL

54 – 76 Kingbird Ave, Tarneit
West

Principal
Mr. Simon Dundon

Rationale

The Catholic Education Commission and St John the Apostle Primary School have a responsibility to ensure the safety of all children and employees and to maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers. .

Aims

St John the Apostle Catholic Primary School aims to:

- Provide a safe and secure environment for our students, staff and resources
- Establish effective protocols and procedures in order to monitor and manage visitors, whilst not compromising the open and inviting nature of our school

Implementation

At St John the Apostle Primary School whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

Visitors

Defined as all people, other than staff members, students and parents/carers involved in the task of delivering or collecting students at the start or end of the school day.

- All visitors will be required to report to the administration office prior to undertaking any activity within the school
- Visitors must complete the sign in procedure on VPass Visitor Management System and will be assigned a 'Visitors' pass, which they must wear at all times within the school
- Visitors must report to the administration office at the end of their visit to sign out
- Visitors will be provided with directions and will be made aware of any construction works, etc that may impact upon their safety or comfort
- During class times staff members will approach any person not wearing their pass and direct them to the administration office
- During recess and lunch times staff members will approach any person not wearing their pass and direct them to the administration office
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the

school. The Principal also has the right 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 appropriately catered for

Evaluation

This policy will be reviewed to ensure it adheres to current Child Safety Standards, as part of the school's four-year review cycle.