



# **POLICY 13**

## *Visitors*

### **PURPOSE:**

- To manage the attendance of visitors on school grounds and to provide a safe and secure school environment where unwanted visitors are identified and prevented from attending.

### **IMPLEMENTATION:**

- Gordon Primary School welcomes visitors who have a reasonable and constructive reason to be on the school's grounds. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent.
- All visitors arriving and departing the school must report directly to the school office to sign a visitor's register, to collect and wear a visitor's badge, and to be assisted with directions or appointments.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Staff are required to direct any unidentified person without a visitor's badge to the school office and to report unidentified people or vehicles to the Principal.
- Staff on yard duty are required to be vigilant, and to approach or report visitors that do not display visitor badges.
- The Principal may issue individuals with verbal or written trespass warnings or formal written trespass notices prohibiting them from entering the school grounds.
- The school will establish and maintain effective relationships with the local police.
- School gates will be locked out of school hours and closed-circuit television surveillance cameras and security lighting will be well maintained.
- School Council regards the direct canvassing of students by promoters of community or commercial events or activities as generally inappropriate. The Principal, if satisfied on the content and purpose of such promotions, may organise more acceptable means of communicating with students.
- The Principal will ensure that any programs or content delivered by visitors:
  - complies with the requirement that education in Victorian government schools is secular; and
  - are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

### **Communication of Policies**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

**REFERENCE/RELATED POLICY:**

- Duty of Care Policy

**EVALUATION:**

This policy will be reviewed;

- as part of the school's three-year review cycle.

**This policy was ratified by School Council on 11.8.21**