

VISITORS

POLICY

Rationale:

- St Pius X High School, Adamstown, seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our 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:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, and parents/carers involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors are required to report to the Administration Office prior to undertaking any activity within the school. At the office, they will be required to sign in and they will receive a “Visitors” badge, which they must wear at all times within the school. Similarly, visitors are required to report to the Administration Office at the end of their visit to return their badge and to sign out.
- Visitors will be provided with information on emergency procedures, on the location of our emergency assembly point, with directions relevant to their visit and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- The above mentioned process for managing and monitoring visitors will be published at least annually in the school newsletter. This policy is available on the school website.
- Visitors within the school who have failed to follow this process will be reminded to do so. It is the responsibility of all staff members to question visitors found on school grounds outside the Administration Office or Student Services Office and not wearing a visitors badge as to the nature of their business at the school and then to direct them back to the Administration Office to sign in and obtain a badge.
- The principal reserves the right, and has the authority to prohibit any potential 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 any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation:

- This policy will be reviewed every 5 years or as needed.