



McAuley Catholic Central School

Visitors to School Policy 2015

VISITORS TO SCHOOL POLICY

Related Policies

Child Protection

Legal Responsibilities and Authority

Work Health and Safety – NSW

Archdiocese of Canberra & Goulburn Visitors to School Policy

Archdiocese of Canberra & Goulburn – Guidelines for Professional Conduct – In the Protection of Children and Young People.

McAuley Catholic Central School Lock Down and Lock Out Policy

Purpose

This policy sets out the expectations for behaviours related to people visiting McAuley Catholic Central School.

Policy

In the interest of promoting positive school profiles and involvement with the wider community McAuley Catholic Central School welcomes legitimate visitors. Visits to schools must be managed to ensure the rights and safety of students, staff and the visitors are protected and the maximum benefit is derived from the visiting experience.

All visitors to schools must be accompanied at all times. Approval for the visit must have been given by the Principal or Assistant Principal and all those to be “visited” must have been fully informed and have given their consent prior to the visit. As far as possible visits will be relevant to the school curriculum, community or student welfare and not extensively disrupt regular school programs. Visits are to be planned and prepared for in advance.

Safety and duty of care obligations are to be adhered to at all times.

Definitions

Visitor

Any person visiting a school that is not officially involved / employed in the school operation.

Implementation

- All visitors and the content of the visit is to be planned, and approval given by the Principal or Assistant Principal prior to the visit.
- Supervising teacher / accompanying staff will arrange the time, location and necessary provisions required for the visit.
- Visitors to the school providing educational programs will have provided a detailed outline of the visit and have provided a “Working With Children Check” (*available from the Commission for Children and Young People website, www.kids.nsw.gov.au*) clearance number for all visitors involved in the delivery of the program within the school.
- Volunteer Visitors are required to complete the “CEO Visitor Application Form” prior to volunteer visits. (*available from the McAuley Catholic School Website <http://mcauleytmult.nsw.edu.au/publications/notestoparents.html>*)
- Visitors arriving during break times will be directed by the playground supervising teacher to either campus office prior to their visit.
- Supervising teacher / staff will inform the visitor of the requirement that upon arrival the visitor is to attend either campus administration office to sign the official “Sign in Visitors

Book” indicating, name, date and reason for visit prior to the visit. *(located at the front desk of both campus offices)*

- Visitors will collect and wear a “ Visitors badge” for the entire visit *(collected at the front desk of both campus offices)*
- Supervising teacher / staff member will accompany the visitor during the entire visit.
- Supervising teacher / staff member will inform the visitor of amenities and evacuations procedures / exits appropriate for the visit.
- Supervising Teacher / Staff member will ensure the integrity of the visit is beneficial and supportive of school programs.
- Visitors will sign out in the “Visitors Sign in Book” and return the visitors badge at either campus at the conclusion of the visit.

Unauthorised visitors to the McAuley Catholic Central School will be asked to fully explain the purpose of their visit and be asked to leave the school grounds.
Inappropriate visitors to the school will be immediately asked to leave the school grounds and the Principal be notified.

Approved by:	McAuley Executive
Implementation Date:	August 2015
Policy Revision Date:	August 2018