### Policy Area/Name

School visitors

### Rationale/ Core Beliefs

In the interest of promoting positive school profiles and healthy relations with the wider community as a school we welcome legitimate visitors. Visits to Hennessy must be managed with care to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience.

### Area/Issue being addressed

- Recognition of visitors
- Reception of visitors
- Supervision of visitors

### Implementation Process

Signage around the school advises visitors of the position of the front office. Teachers and students must report the presence of a visitor on the school grounds. Teachers should be prepared to question all visitors of their presence.

Visitors are to sign in & out at the front office. Once on the grounds, in classrooms, they are to be supervised by a teacher. Those parents without legal access to the student should be advised to leave and the legal guardian contacted.

Related CEO policies
- Visitors to schools; [www.ceocg.catholic.edu.au/policies/visitors.htm](http://www.ceocg.catholic.edu.au/policies/visitors.htm)

### Measures of achievement

Visits where the safety of students, teacher and visitor results in the successful & worthwhile presence of the visitor.