Visitors to Schools

Related Policies
Child Protection
Legal Responsibilities and Authority
Work Health and Safety – ACT & NSW

Purpose
This policy sets out the expectations for behaviours related to people visiting a school.

Policy
In the interest of promoting positive school profiles and healthy relations with the wider community, schools welcome legitimate visitors. Visits to schools 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.

All visitors to schools must be accompanied at all times. Approval for the visit must have been given by the appropriate school authority and all those to be ‘visited’ must have been fully informed and have given their assent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

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

Definitions
Visitor
Anyone visiting a school who is not officially involved in the school operation

Procedures
Schools are required to develop and implement local procedures for the reception and identification of visitors and for recording their entry to and departure from the school.

References
Nil

Forms
Nil

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<tr>
<th>Approved By:</th>
<th>Service Area Leadership Team</th>
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<tr>
<td>Issuing Service Area:</td>
<td>School Services</td>
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<tr>
<td>Implementation Date:</td>
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<td>Policy Revision Date:</td>
<td>September 2014</td>
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<tr>
<td>CEO Contact Officer:</td>
<td>Head, School Services</td>
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