VISITOR PROTOCOL POLICY

Scope of the policy
Moe (Albert Street) Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time, it recognises a duty of care to ensure a safe environment for students and staff, and recognises the responsibility to protect and preserve its resources against theft, vandalism and misuse.

This visitor protocol policy describes the procedures and guidelines which are to be applied by staff and the School Council in relation to visitors entering the school site when the school is in operation.

Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Authorisation and Review Date
This policy was adopted at the Moe (Albert Street) School Council meeting on 15/8/2006.

This policy shall be reviewed annually before the commencement of each school year, or as required according to changes in legislation or need.

Hours of Operation
When the school is in operation all visitors to the school apart from permanent staff or people who will remain within the Administration Building must obtain and wear a numbered Visitor Badge whilst on school property.

Visitors to Sign In
Signage at entry points and other key locations will direct all visitors to the office on entry to the school site. On reporting to Reception, visitors must sign in, noting name, time of arrival, and reason for being in the school. Visitors will be issued with a numbered Visitor Badge. Prior to leaving the school, badges must be returned to the Office and visitors must sign out.

School Support Staff, Parent and Canteen Helpers
Regular support staff such as music teachers, casual relief teachers, speech pathologists, guidance officers, etc. will register at the beginning of each year and be identified with a personalised Identification Badge. Parent and Canteen helpers will register at the beginning of the year and be issued with a personalised Identification Badge.

These badges will be held in the Office and helpers will collect the badge when they are in the school and return it when the leave.

All visitors not wearing a Visitor’s Badge should be challenged
All staff encountering a visitor with out a badge should both direct the visitor to Reception and at the same time report the matter to the Office. Students who encounter a visitor with out a visitor’s badge are encouraged to immediately alert a member of staff.