

159 Bennett Road
NANNEELLA 3561
Phone: 03 54845395
Facsimile: 03 54845270
Email: nanneella.estate.ps@edumail.vic.gov.au
Principal: Mr Ian Denson
ABN: 50 710 480 442



VISITORS POLICY

Rationale:

Nanneella Estate Primary School 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/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a Visitors Book. Visitors will also be required to report to the administration office at the end of their visit to 'sign out' in the Visitors Book.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966, 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 as part of the school's three-year review cycle.

Approved by School Council – November 2016

To be reviewed – November 2019

Signed: _____
Ian Denson, Principal

Date: _____