



Visitors Policy

Central to the mission of Holy Spirit Parish School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

At Holy Spirit Parish School all children have a right to feel safe and to be safe. As a school community we have a legal and moral responsibility to protect the children in our care.

Rationale:

Holy Spirit School seeks to provide an open and friendly learning environment which values and actively encourages visitors to participate in activities in our school. Typically, these may include parent and community volunteers, invited speakers, seasonal instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people.

At the same time, we recognise our duty of care to ensure a safe environment for our students, staff and parents of Holy Spirit School.

Principles / Aims / Objectives:

- To provide a safe and secure environment for our students, staff, parents 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 / Procedures:

- 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, Parish Priest, students, and parents/guardians who are involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors are required to report to the office and sign in via the Visitors Ipad, they will be assigned a visitor's badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out on the visitors Ipad. This is to ensure accountability in the event of an evacuation/invacuation.
- Parent/carers outside drop-off and pick-up times will similarly report to office and sign in via the Visitors Ipad.
- Voluntary workers involved with Students must have a valid WWCC clearance as required by the School Child Protection Policy. Voluntary workers must be exposed to the same training and

induction processes as teachers and other staff and should be fully conversant with the requirements and responsibilities, the same as an employee in relation to confidentiality, the School Ethos and all School policies and procedures.

- Parents/Caregivers and Volunteers while encouraged to come and help at the school must in every situation, comply with the directions of the Principal and if in classrooms, MUST follow the direction of the class teacher.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so and the school reserves the right to ask any person not authorised to be on the school site or who does not follow prescribed procedures to leave the school property.
- 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.
- All contractors, tradespersons, cleaners as well as casual or relief teachers working during school hours must provide the School with a valid WWCC number in accordance with the School Child Protection Policy. This must be validated by the School Administration before any work commences on site. (See 'Contractor Safety Management' Policy)