



# St Cecilia's Primary School

*Living and Learning in Faith*

**Principal**  
Marty McKenna

**Parish Priest**  
Father Kevin McGovern

## **VISITORS POLICY**

Recognising our vision and the Catholic Social Teachings, our policy informs staff, students, visitors and other relevant parties that Child Safety Policy is an integral part of the Safeguard the young children in our care.

We are committed to a culture of child safety with a zero tolerance for child abuse.

### **Rationale**

At St. Cecilia's we seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognize our duty of care to ensure a safe environment for our students and staff. We recognize our responsibility to protect and preserve our resources from theft, vandalism and misuse. We are committed to a culture of child safety with a zero tolerance for child abuse.

### **Definition**

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 day.

## Aim

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage 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.
- 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 in electronically on the Passtab App and register their arrival at and departure from the school. They will be assigned a visitor's badge which must be worn at all times whilst in the school. Staff are to challenge any visitor to the school who is not wearing a visitor's badge and are to redirect them to the office to sign in.
- A current Working with Children Check will be required from all paid visitors and volunteer workers in our school. In April 2006, the Working with Children Act 2005(Vic) became operational. Under this Act, a Working with Children Check (WWCC) was introduced for all non-teaching employees and volunteers to ensure their suitability for child-related work in schools. Educational institutions and their employees were expected to comply with the Act by 30<sup>th</sup> December, 2007. At St. Cecilia's we require Working with Children Checks or Victorian Teachers Registration.
- Approved companies or outside agencies may be invited or permitted to work with students. These students will have the specific approval of parents/guardians eg: Music Lessons. These companies will complete a Memorandum of Understanding with the school before any lessons/activities commence.
- Approved companies or outside agencies may be invited or permitted to work with students and staff will be present on these occasions eg: guest speakers, visiting groups etc.
- Visitors will be provided with directions and will be made aware of any construction or maintenance works that may impact on their safety or comfort.
- The above mentioned processes for managing and monitoring visitors will be advertised regularly in the school newsletter and will appear at the entrance to the school administration area.
- 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 has the authority to invite or exclude people using or being within the school boundaries outside of school operating hours.

- The school's Emergency Management procedures will ensure that visitors within the school at the time of an emergency or practice drill will be recognized and catered for appropriately.
- All visitors will be inducted with the OHS Induction Checklist which is completed online through Passtab.

**Evaluation:**

This policy was ratified in July 2019 and will be reviewed as part of the school's four year review cycle.