



# Visitors to School

## POLICY

### Rationale

All schools greatly appreciate people who assist positively with the implementation of the school's programs. Our school constantly seeks new opportunities to advance students' learning and to increase their appreciation and experience of the cultural and social features of our school community and the wider community. Our families are valued partners in creating strong partnerships between community organisations, other schools, the wider community and local businesses. All visitors however must comply with our school's expectations and practices.

### Aims:

- To enhance the educational programs at school
- to build positive partnerships between schools, home, community organisations, the wider community and local businesses
- to provide opportunities for parents, as well as other visitors (e.g. invited speakers, representatives of community, business and service groups etc) to become active participants in the education of our students

### Implementation:

Our school encourages the assistance of invited visitors in a wide variety of areas.

- Invitations for parents and other visitors required to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- All visitors required for short-term projects such as excursions, helping with reading, assistance with canteen, working bees etc will all be briefed by the teacher/person in charge as to their roles and responsibilities etc prior to commencement. At the same time matters of supervision and safety will also be discussed.
- All visitors to the school during school hours will register their arrival at and departure from the school in a 'Visitor's Book'. This will require visitors to print and sign their name; record the date, times and purpose of their visit. The 'Visitors' Book' will be kept at the Office.
- Visitors who work in classrooms on an on-going basis will be required to sign in on the 'Classroom Helpers' Log as provided by the relevant teacher.
- All visitors will be required to wear an identifying name badge.
- All visitors (except parents who are assisting in activities in which their child ordinarily participates) will be required to undergo a 'Working with Children Check'. A receipt needs to be shown as proof of application before a helper can commence work in a school.
- A helpers' morning tea will be provided annually by staff in recognition of the valuable contributions made to our school.
- Contractors who work at the school on a scheduled basis during school hours for Maintenance, Gardening or Cleaning etc must also hold a 'Working with Children Check'.

### Evaluation

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

2009

**In this policy the word 'visitor' is interpreted to mean someone who 'visits' the school to assist with a particular task e.g. helping in the canteen, or someone who is contracted to work on a certain task.**