

VISITORS TO THE SCHOOL GUIDELINES

POLICY SUMMARY

This policy outlines our school's guidelines for visitors who attend the school grounds when the School is open for instruction between the hours of 8.15 am and 3:15 pm, and when the office is staffed to monitor/receive visitors at reception between the hours of 7.30 am and 4.30 pm. Outside of these times, our administration is not staffed.

The Principal has primary responsibility for the day-to-day management and control of the School, including all persons on school premises, and is to provide for the safety and welfare of students and staff on school premises.

St James' Anglican School strives to create an open and inclusive school community, encouraging parents and guardians to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools, and other organisations.

St James' is not a public place. The Principal or his delegate has the authority to permit or deny entry to school grounds.

Apart from parents/guardians delivering students to school prior to the start of the school day or collecting students at the end of the school day, all visitors are required to report to the Junior School Administration office or the Senior School Administration Reception before proceeding to other parts of the School. These reception areas are well signposted and site maps are provided around the campus.

St James' promotes the wellbeing of students, staff and visitors, and has a responsibility to maintain confidentiality and other requirements under privacy law. Accordingly, the Principal has ultimate discretion to approve or not approve a potential visitor and there is no obligation to provide reasons for such decisions.

The Principal or their delegate must confirm that all employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check. This does not apply to one off or irregular visits.

Visitors not involved in child-related work (such as contractors) with easily identifiable badges or clothing logos are expected to sign in and out at administration on arrival and at departure from the School. They will be met by the Business Manager or their delegate and ushered to the location where the work will be done.

Visitors are given badges to wear once they sign in to show they have authorised business on school grounds even if they have clear identification badge of their own.

SIGN-IN PROCEDURES & RECORD KEEPING

All visitors to St James' are required to report to the relevant school office on arrival and must adhere to the following procedures:

- Sign in on the iPad - Record their name, date and time of visit, purpose of visit and whom they are visiting.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by these guidelines
- Wear the visitor's badge at all times while on school grounds
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on the School grounds including the School's Values and related Policies, Handbooks and Code of Conduct
- Return to the office upon departure, sign out and return the visitors badge.



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Any person who comes to the School to work with individual or groups of students or participate on excursions is required to have a Working With Children Card, Police Clearance or complete a Code of Conduct.

Dogs are not permitted on the school grounds unless specific permission has been granted by the principal after a risk assessment has occurred. This does not apply to the School's wellness dog/s.

Please report to admin anyone who does not comply with these guidelines. The Principal may request unauthorised people or people disrupting the good order of the School to leave the School premises.

TYPES OF VISITORS

Visitors may include, but are not limited to:

- Parents and guardians of students attending the School
- Prospective parents and employees
- Those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
- Those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- Trades people/Contractors
- Children's services agents
- Talent scouts
- Public officials (for example, ministers, members of parliament, mayor)
- Department of Families, Fairness and Housing Child Protection workers, and WA Police.

INTRUDERS AND VISITORS WHO BECOME DISRUPTIVE

When dealing with intruders or visitors who become disruptive, the Principal or other authorised person must take appropriate action, depending on the individual circumstances.

The Principal or other authorised person must:

- Contact the police immediately if an incident involves threats of, or actual violence to, persons on the School premises;
- Invoke lockdown, pending the removal of the threat if students and/or staff are at threat from physical harm; and
- Report all incidents involving intruders and visitors who become disruptive via a Reportable Incident form to the Non-Government Schools Regulation - Critical Incidents.



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POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	Feb -2023	Policy Created and approved by the Principal and Executive Team