



VISITORS POLICY

RATIONALE

Berendale School recognises that strong community involvement in the school is critical in student development and learning. Parents and families are valued partners in their child's development and learning. As the school is an educational institution and not a public place the safety and privacy of students and staff is our highest priority.

AIM

- To ensure that safety of the school community is not compromised by visitors to the school.
- To ensure that the visitors to the school have a clear understanding of our expectations.

IMPLEMENTATION

- All visitors to the school are expected to enter the school via the Berend Street entrance and register at Reception.
- Visitors will be granted a visitor pass if the purpose for the visit;
 - clearly serves an educational purpose and is consistent with curriculum objectives,
 - is age appropriate for young people in our College, and
 - is consistent with the values of the school and public education.
- All visitors must sign in with the electronic VPASS system at reception and visibly wear the visitors pass at all times within the school grounds.
- All visitors participating in student-based activities must have a Working with Children Check or Criminal Records Check or be accompanied by a member of school staff.
- Parents/Guardians who are picking up or dropping off students are to come to reception and the school will arrange for a student to be notified.
- Parents/Guardians are not permitted to be in the school grounds during the school day without first reporting to reception and collecting a Visitor Pass.
- All visitors are to follow all Occupational Health and Safety Guidelines including emergency management procedures. Evacuation Procedures are to be followed and are posted in every room and building in the school.
- Parents will be notified and parent permission is required in advance if their child is to be involved in a program or event that is in addition to the students learning and development.

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Approved By	Wendy Smith, School Council President
Approval Authority	
Date Implemented	2018