
Related Policies

Child Protection
Legal Responsibilities and Authority
Work Health and Safety – ACT & NSW

Purpose

This policy sets out the expectations for behaviours related to people visiting a school.

Policy

In the interest of promoting positive school profiles and healthy relations with the wider community, schools welcome legitimate visitors. Visits to schools must be managed with care to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience.

All visitors to schools must be accompanied at all times. Approval for the visit must have been given by the appropriate school authority and all those to be 'visited' must have been fully informed and have given their assent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

Safety and duty of care obligations are to be observed at all times.

Definitions

Visitor

Anyone visiting a school who is not officially involved in the school operation

Procedures

Schools are required to develop and implement local procedures for the reception and identification of visitors and for recording their entry to and departure from the school.

References

Nil

Forms

Nil

Approved By:	Service Area Leadership Team
Issuing Service Area:	School Services
Implementation Date:	January 1999
Policy Revision Date:	September 2014
CEO Contact Officer:	Head, School Services
TRIM Record Number:	R101144