

Title	Visitors to Schools Policy
Description of policy	This policy sets out the expectations for behaviours related to people visiting a school. Visitors are people attending school other than regular staff and students at the school. For example: students from other schools; parents attending the school for meetings or activities; Catholic Education Office staff; short-term contractors; volunteers supporting classroom activities, people providing therapeutic services in school.
Required because	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.
Description of changes	Format changes.
Applies to	<input checked="" type="checkbox"/> Specific: schools/ELCs&SACs <input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	Child Safety Policy Privacy Policy School Buildings – Emergency Management Policy Working with Vulnerable People Check Policy (ACT) Working with Children Check Policy (NSW) School Supervision Policy Work Health and Safety Policy
Intranet category	Child Protection and Student Wellbeing
Review date	01/05/2025
Trim reference number	R101144

Approval authority for this version:	Service Area Leadership Team
Approval date:	May 2023
Accountable authority	School and Family Services Leader
Responsible officer	Senior Officer: Child Protection Manager

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1. Summary

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

2. Visitors to Schools

- 2.1 Catholic Education Archdiocese of Canberra and Goulburn (CECG) schools welcome visitors and their contributions. This policy assists schools to welcome visitors and while ensuring the safety and wellbeing of students and the school.
- 2.2 The right of entry of a visitor is at the principal's discretion. This permission can be withdrawn at any time by the principal or their delegate.
- 2.3 All visitors should be supervised by a school staff member.

3. Visitor Responsibilities

- 3.1 Visitors must enter through the main entrance and sign in/out for each visit, in line with school procedures.
- 3.2 Visitors must follow directions from supervising school staff.
- 3.3 Visitors working with children may need Working with Children or Working with Vulnerable People registration in line with the Working with Children or Working with Vulnerable Persons Policies.
- 3.4 Visitors must only use staff toilets, not student toilets, during their visit.

4. School Responsibilities

- 4.1 Schools must consider and provide adequate supervision for visitors. This may include accompanying visitors during their visit, if appropriate. For example:
- A contractor working in school grounds may not need individual supervision, if usual playground supervision would be sufficient.
 - A visitor working with students or assisting in classroom or library activities may need individual supervision for their work with students.
- 4.2 Schools must ensure:
- Sign-in upon arrival, where appropriate.
 - Are issued with visitor identification, and return it at the end of the visit.
 - Do not photograph or film students (photos/recordings) without consent. Consent may be given by the Principal or delegate, in line with students' existing film and privacy consents.
 - Are aware of emergency exits and emergency procedures.
- 4.3 The visitor sign in/out record must include the visitor's name, the reason for the visit, the date, and entry/exit times.
- Schools may determine that sign in/out is not required for large groups of visitors that will be supervised during their visit.
 - Sign in should include visitors directly assisting with excursions, sport carnivals, and other activities.

- 4.4 Principals are ultimately responsible for ensuring the safety and wellbeing of students, and for visitors while they are onsite, but may delegate aspects of visitor management to other staff. Safety and duty of care obligations will be observed at all times.

5. Definitions

- 5.1 **Visitor:** Anyone attending school other than regular staff and students at the school. For example: students from other schools; parents attending the school for meetings or activities; Catholic Education Office staff; short-term contractors; volunteers supporting classroom activities, people providing therapeutic services in school.
- 5.2 **Workers:** All people carrying out work for Catholic Education CG including employees (permanent, casual, and temporary), preservice teachers, contractors and sub-contractors, volunteers, apprentices, work experience students, or a minister, priest, or other religious leader or member of a religious organisation.

6. Related Documents and Legislation

6.1 Related CECG Documents:

- [Child Safety Policy](#)
- [Privacy Policy](#)
- [School Buildings – Emergency Management Policy](#)
- [Working with Vulnerable People Check Policy \(ACT\)](#)
- [Working with Children Check Policy \(NSW\)](#)
- [Work Health and Safety Policy \(ACT & NSW\)](#)
- [School Supervision Policy](#)

7. Contact

- 7.1 For support or further questions relating to this policy, contact the CECG Child Protection Manager.