



VISITORS POLICY

RATIONALE

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that visitors pose no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for visitors to schools. This policy should be implemented in alignment with:

1. DET First Aid Needs Policy:
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>
2. DET Reporting (emergency and incidents):
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
3. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
4. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
5. HSDS's Accidents and Incidents Reporting Policy
6. HSDS's Emergency Management Plan
7. HSDS's Engagement and Inclusion Policy
8. HSDS's Mandatory Reporting Policies and Procedures
9. HSDS's Volunteers Policy
10. HSDS's Working with Children Checks Policy
11. HSDS's Confidentiality Policy
12. HSDS's Smoking Policy
13. HSDS's Drug and Alcohol Policy
14. Any other current or future policy related to the health and safety of visitors, staff and students of our school

Hamilton Special Developmental School staff will:

1. Provide a safe and secure environment for our students, staff and resources.
2. Establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

IMPLEMENTATION

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. Visitors are defined as all people who seek to enter our school other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
3. Visitors, other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the school.



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4. All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
5. All "Visitors" badges have brief Emergency Plan instructions on the reverse side to support visitors during emergency procedures
6. Comfortable and non-intimidating waiting and interviewing spaces will be made available.
7. Visitors may require a Working with Children Check.
8. Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
9. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.
10. Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
11. Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
12. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.