THE LAKES SOUTH MORANG COLLEGE
VISITORS TO SCHOOL POLICY

Rationale:
• The Lakes South Morang College seeks 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.

Aims:
• To provide a safe and secure environment for our students, staff and resources.
• To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Implementation:
• Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
• Visitors are defined as all people 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.
• 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.
• Visitors within the school who have failed to follow this process will be reminded to do so
• A copy of a Working with Children’s check will be kept on file in the office for visitors who are supporting in classroom programs
• All visitors to the school will be asked to sign the Child Safe Agreement statement complying with the school protocol.
• Larger groups of visitors requesting school tours may be asked to contribute financially towards the cost of replacement staff and resources.
• Comfortable and non-intimidating waiting and interviewing spaces will be made available.
• Visitors will be provided with directions and / or a member of the school community, and will be made aware of any construction works etc that may impact upon their safety or comfort.
• Under the Summary Offences Act 1966, 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.
• 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.

This policy was ratified by School Council 15/5/2018
The Lakes South Morang College Child Safety Statement:
To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way.