DANDENONG HIGH SCHOOL
VISITORS POLICY

Preamble

We seek to provide a 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. We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Purpose

• 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 a welcoming environment

Implementation

• Whilst we actively encourage a welcoming school environment, the safety of our students, staff and resources remain our highest priorities
• Visitors are defined as all people other than staff members, students enrolled at the school, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day
• Visitors will be required to report to the General Office prior to undertaking any activity within the school where they are 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 will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort
• The above-mentioned process for managing and monitoring visitors will be published in the school newsletter
• 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
• Contractors/tradespeople will undergo the DEECD Contractor Induction checklist – DEEU-24-5-3 with the school Facilities Manager.

Evaluation

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

School Council Endorsement Date: 10th DECEMBER 2013