**Visitor & Volunteer 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.

**Purpose:**

The purpose of this policy is to provide a safe and secure environment for our students, staff and resources and to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of St Thomas the Apostle Primary School.

**Implementation:**

* The safety of our students, staff and resources is our highest priority.
* Visitors are defined as all people other than staff members and students.
* 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 in and will be assigned a “Visitors” lanyard 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.
* Visitors and volunteers who are required to have Working with Children Clearance (WWCC) or VIT cards must supply a copy to administration upon initial entry to the premises.  These will be recorded across a range of media depending on the visitor type. Refer to Working with Children Clearance Procedure. A check with the Department of Justice database and the VIT register or SAM4SCHOOLS will also be made to ensure the validity of the card prior to the visitor moving past the administration office.
* Once the visitor details have been uploaded into the SAM4SCHOOLS system, then future visits for the year will only require the person to sign in. However, it will be the role of administration to check the SAM4SCHOOLS system to ensure the visitor remains compliant.
* All visitors and volunteers will be inducted with the Child Safety Standards via our Child Safety Induction Video. A signed copy of their acknowledgement is kept at Admin in the relevant Child Safety Induction folder. Visitors and Volunteers must also sign the Child Safety Code of Conduct and Child Safe Declaration. This is completed once a year or when the Child Safety Standards procedure changes.
* Visitors who are contractors are inducted with the Child Safety Standards via the VPASS sign in system and SAM4SCHOOLS.
* All visitors will receive the applicable OHS Induction.
* Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
* Visitors within St Thomas the Apostle Primary School who have failed to follow this process will be reminded to do so.
* 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.
* St Thomas the Apostle Primary School 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.

This policy is in conjunction with the Working with Children Clearance Policy, VIT and WWCC Procedures. Also the various Induction Procedures for different Visitor types.

**Evaluation:**

**Effective July 2022**

**Review March 2023**