



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: VISITORS ON SCHOOL GROUNDS

RATIONALE:

All students and staff have a right to feel safe within the school environment and should be free from threat to their person or property.

AIMS:

- For all students and staff to be safe
- For the names of all visitors to the school to be registered (this excludes parents dropping off and picking children up from school)

IMPLEMENTATION:

- All visitors who have a legitimate purpose for being at the school between 8.30am and 3.45pm are required to report to the office and sign in for a visitor's badge which must be clearly worn for easy identification. This excludes parents dropping off and picking children up from school
- Students will be instructed to report to any staff member, any person not wearing a visitor's badge whom they see in the school environment during school hours. The staff member will act on this information if possible, or alert the Principal or Deputy Principal so he/she may take the action outlined below. Children are not to make direct contact with a person without a badge
- Any person who enters the school grounds without a legitimate purpose or a visitor's badge will be deemed a trespasser and will be asked by the Principal or staff member authorised by the Principal, to leave the school premises using language to the effect of;

I am authorised to exercise the powers of an occupier and to require persons to leave these premises.

What is your reason for being on these premises?

You have no legitimate reason for being on these premises and I give you notice that you have no right to remain on the school premises. I require that you leave the school premises immediately. If you do not do so you will be trespassing. The police will be called and you may be arrested and charged with trespass.

- If the person refuses to leave or is acting suspiciously, the Principal or authorised staff member will initiate an “Emergency Procedure – Siege – Remain in Class” to ensure all students and staff are warned and remain safely within their rooms. The Principal or authorised staff member will then notify the police
- For the purpose of this policy, all staff members will be authorised to exercise their power with regard to trespassers
- At the beginning of each year, the classroom teacher will speak to all children regarding these procedures. A reminder note to parents will be included in the newsletter early in Term One
- Parents will wear visitor pass badges on excursions
- All children will wear St Anne’s wrist bands on excursions
- Staff will wear badges daily
- Emergency Teachers will wear an “Emergency Teacher” badge

EVALUATION:

Evaluation of the Visitors on School Grounds Policy will take place every four years.

This policy was reviewed in 2011

The next review will be in 2015