



Visitors Policy

St Carlo Borromeo Primary School

St Carlo Borromeo Primary School is committed to the provision of an effective system in agreed procedures in relation to visitors to the school. The school's policy applies to all visits to school from external bodies and it is to be managed with the requisite care to ensure that the rights and safety of student, staff and visitors are protected and that maximum benefit for all concerned is derived from the experience.

Approval for the visit needs to be given by the Principal or appropriate school authority. Visitors are not permitted to have unsupervised access to students.

School Procedures:

The Visitor's School Procedures are to be followed by all visitors to school. These may typically include parent and community volunteers; invited speakers; representatives of the community; business and service groups; prospective parents and employees; and local members of the State and Commonwealth Parliaments.

Others including employees of relevant children's services agencies, trades people, official school photographers, and commercial sales people such as bookseller and uniform suppliers.

- All visitors must adhere to the requirements of the Child safety Policy, this is available upon request or can be viewed online on the school's website.
- All visitors are to enter the school via the front reception area.
- All visitors, during school hours, are to register their arrival and departure from the school via the Vpass app on school iPad, registering their name, signing and recording date, time and purpose of visit. They are required to sign the Code of Conduct which is a prerequisite for any visitor attending the school.
- Visitors will be required to wear a distinguished badge, which will be issued to all visitors when they register their arrival at the school. The badge will need to be returned when registering their departure from the school.
- Visitors are required to be accompanied or in view of a member of a school staff at all times.
- Parental permission and notification will be required for students to participate in School Incursions.
- All parent helpers, volunteer workers, student teachers, persons conducting Incursions, all require a current Working with Children Check in accordance with the *Working with Children Act 2005*.