



Kapinara Primary School

Visitor Management Policy

This policy has been drafted in accordance with the School Education Act 1999. Its purpose is to maintain the good order of the school and in particular the safety and wellbeing of persons on the school premises and to prevent or minimise damage to property.

Kapinara welcomes visitors and is happy to provide them with general information and assist in their movements around the school. Kapinara also encourages community use of school facilities. The school has high expectations of conduct of all visitors and tradespeople and expects respectful and productive communications between all parties.

All persons on school premises, other than current students and members of staff are considered to be visitors during school hours.

Members of staff will be supplied with a name badge, identifying them as Kapinara staff.

Students are strongly encouraged to wear school uniform for easy identification and to promote pride in the school.

Regular visitors to the school who participate in school activities, will be required to fill in a Confidential Declaration and wear a Visitors Badge. Visitors other than parents who have regular interactions with children must present a current 'Working with Children' card. A Visitors log will be kept in the office and by certain class teachers. Where practical, Visitors will register in the office, however it is recognised that for regular visitors to the Junior area and Kindergarten this is not practical, so teachers will maintain their own Visitor's log.

Service providers, tradesmen and contractors entering onto the premises should do so through the office and enter their details in the visitor's log. Service providers, tradesmen and contractors contracted by the Department of Education will have identification badges which they are required to visibly wear. All others may be requested by the Principal to complete a Confidential Declaration.

The Principal has primary responsibility for regulating the conduct of visitors on the school premises. Should any parent or visitor be deemed to disturb the good harmony of the school, the Principal has the authority to request they depart the premises and follow up with further orders if required.

ENDORSEMENT

We, the undersigned, hereby certify that this document was ratified at the Kapinara School Council meeting of

KAPINARA SCHOOL BOARD CHAIR

KAPINARA SCHOOL PRINCIPAL

BRIAN KELLY

JANE ROWLANDS