EASTBOURNE PRIMARY SCHOOL
Visitors Policy

Rationale:
Eastbourne Primary school welcomes visitors to the school as they can play a positive role in the delivery of educational opportunities to the children and staff at the school. As visitors to our school there are protocols that must be observed in order to maximise school safety. Visitors should always behave within the guidelines of the School's Values as outlined in the Strategic Plan.

Procedure:
All visitors
- must sign in at the front office using the iPad provided and obtain a identification lanyard .
- must wear the appropriate identification badge available at all times when on school premises.
- must produce a current Working With Children Card and there Covid Vaccination Certificate indicating they have received their double vaccination for the schools records. A copy must be obtained by the school and kept in the confidential file located at the school office
- are asked to keep communication with students in the school yard to an absolute minimum.
- observe the School's Values as outlined in the Strategic Plan.
- must sign the Child Safe Standards Code of Conduct
- who do not observe these requirements may be asked to vacate the school premise
- should be aware that school council may invoke the Trespass Act if the need arises
- should be aware that all school and classroom volunteers are kept on a school council approved data base following a Working With Children Check.

All staff
- should notify school Principal or Assistant Principal of any breaches of this policy as a matter of urgency as the safety of students and staff is of utmost importance.
- should make all visitors welcome in the staff room.

Business Manager/Office Managers
- are required to check expiry dates of all working With Children Checks at the commencement of every term

Discretion
This policy may be varied in extenuating circumstances by the School Principal.

REVIEW CYCLE
This policy was last updated November 2023 and is scheduled for review in November 2024.