1. **RATIONALE**

At Rainbow P-12 College we seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We wish for our school to create and foster strong partnerships with community members and services with the view to opening up our learning and increase the world of possibilities for our students and the whole community. At the same time we recognise our duty of care to ensure a safe environment for the students and staff of Rainbow P-12 College, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

1. **AIMS**

* To provide a safe and secure environment for our whole school community including: students, staff, families, visitors and resources of Rainbow P-12 College.
* To establish protocols and procedures that effectively monitor and manage visitors, create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of Rainbow P-12 College.

1. **CONSIDERATIONS**

Rainbow P-12 College has considered the following when developing local policies and procedures :

**SAFETY NEEDS**

* Schools are not public places
* The safety of the students and staff
* Potential risks posed by visitors
* The requirements for paid and volunteer workers to have a WWCC.

**VISITOR’S PURPOSE**

* Categories of visitors that will be allowed into the school and on what conditions
* Potential benefits of different types of visitors
* Whether the proposed visit is appropriate for specific age groups
* Whether the proposed visit is consistent with the values of public education
* Whether a distinction should be made between the protocols applying to
* community-based, not-for-profit groups
* Visitors with commercial, advertising or marketing purposed
* The potential for a visitor to cause a controversy within the school or broader community.

**EDUCATIONAL MERIT**

* Whether the proposed visit is
* For an educational purpose
* Consistent with curriculum objectives
* The level of disruption to the functioning of the school in relation to potential benefits to the students
* The appropriate use of Department resources, including teachers’ time

**LEGAL REQUIREMENTS**

* Legal considerations of the DET policies concerning :
  + Privacy
  + Photographing of studnets
  + Mandatory reporting
  + Children First – promoting & protecting the rights & well-being of children

**TYPICAL VISITORS TO SCHOOLS**

* Prospective parents and employees
* Those who are addressing a learning or developmental need such as:
  + Parent and community volunteers
  + Invited speakers
  + Sessional instructors
  + Representatives of community, business & service groups
  + Local members of the State and Commonwealth Parliaments
* Children’s service agents
* Those who are conducting business such as:
  + Uniform suppliers
  + Booksellers
  + Official school photographers
  + Commercial salespeople
  + Trades people

1. **IMPLEMENTATION**

* Visitors are defines as all people (including parents involved in classroom helpers activities and excursions), other than staff members, students, and parent/guardians involved in the task of delivering or collecting students at the start or end of the school day. This includes contractors, community agencies, DHS representatives, individuals and or groups using the school facilities.
* 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 for their visit. They will be assigned a “Visitors” identification tag 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 identification tag and to inform the administration office of their departure by signing out.
* All visitors will be provided with appropriate induction into the OH&S program by the OH&S co-ordinator.
* Visitors will be provided with directions, and will be made aware of any construction work etc. that may impact upon their safety or comfort.
* The above mentioned process for managing and monitoring visitors will be regularly published in the College newsletter and website and will appear at all school entrances.
* Visitors within the 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.
* The College’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and be appropriately catered for.

1. **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.