



# ST MARY'S SCHOOL MANSFIELD VISITOR POLICY

# St. Mary's Primary School Mansfield

## Visitor Policy

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### Rationale:

The Catholic Education Commission of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. This is our mission at St Mary's Mansfield.

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

St Mary's Mansfield is cognisant of its obligations under the Child Safe Standards (Ministerial Order 870 – effective August 1st 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that visitors do not pose a risk to child safety.

### Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- To ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in section 1.2.1 of the Education and Training Reform Act 2006 (Vic): elected government, the rule of law, equal rights before the law, freedom of religion, freedom of speech and association, the values of openness and tolerance and in the Ministerial Order 870.

### Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities as evident in St Mary's Child Safety Policy and the Child Safety Code of Conduct.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- If visitors present information to students, staff organising the presentation must inform the relevant Assistant Principal or the Principal of the nature of the presentation prior to the visit.
- 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 into the digital program "passtab" on the school ipad in administration. Visitors will take a lanyard and record their name and the lanyard number into pass tab to record their presence in the school. Each visitor will wear the lanyard to ensure both their safety and also for all school members to know that they are an official visitor to our school and has followed correct procedures.
- Similarly, visitors will be required to report to the Administration Office at the end of their visit to return their lanyard and to "sign out" of the school through passtab.

- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors may require a 'Working with Children Check' – see Working With Children Check Policy.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter.
- Visitors within the school who have failed to follow this process will be redirected to the Administration Office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act 1966 and subsequent amendments, the principal or deputy 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 school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

### **Relevant Legislation**

- *Children, Youth and Families Act 2005* (Vic.)
- *Working with Children Act 2005* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Equal Opportunity Act 2010* (Vic.)
- *Privacy Act 1988* (Cth)
- *Crimes Act 1958* (Vic.) – Three new criminal offences have been introduced under this Act:

### **School Policies:**

- ***Mandatory Reporting Policy – Reporting Obligations.***
- ***Pastoral Care Policy.***
- ***ICT Policy and Student Internet Code of Conduct – Internet usage 3-6 and F-2.***
- ***Responsible use of Social Media Policy.***
- ***Student Supervision Policy.***
- ***Volunteer's Policy.***
- ***Grievance and Complaints Procedures.***
- ***Learning Diversity and Special Needs Policy.***
- ***Anti - Discrimination Policy.***
- ***Critical Incident Policy***
- ***Anti – Bullying Policy***

**[http://www.smmansfield.catholic.edu.au/images/services/St\\_Marys\\_School\\_Child\\_Safety\\_Policy.pdf](http://www.smmansfield.catholic.edu.au/images/services/St_Marys_School_Child_Safety_Policy.pdf)**

**[http://www.smmansfield.catholic.edu.au/images/services/St\\_Marys\\_Code\\_of\\_Conduct - Young People Safety.pdf](http://www.smmansfield.catholic.edu.au/images/services/St_Marys_Code_of_Conduct_-_Young_People_Safety.pdf)**

### **Breach of Policy:**

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, **St Mary's School** may start the process under clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA) for managing employment concerns. This may result in disciplinary consequences.

Where the **principal** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the parish priest or the employer. Relevant notification should also be made to Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

Where any **other member of the school community** is suspected of breaching any obligation, duty or responsibility within this policy, the school is to take appropriate action, including in accordance with: Mandatory Reporting Policy, Critical Incident and/or contact Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

At **St Mary's School**, we are committed to continuous improvement of our visitor systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

### **Evaluation**

This policy will be reviewed in accordance with the School Improvement Plan and policy timeline, and relevant changes.