



# Lake Boga Educational Hub

*'Be the best that we can be'*



**Principal: Joe Summerhayes**

8 Williams Road, Lake Boga 3584  
5036 9000

lakeboga.vic.gov.au

## SCHOOL VISITOR

### POLICY

#### Rationale:

We seek to provide an open and friendly learning environments, which value and actively encourage visitors to our educational settings. At the same time we recognise our duty of care to ensure a safe and productive environment for our students and staff.

#### Aims:

- To provide a safe, secure and productive environment for our students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our learning environments.

#### Implementation:

- ✚ Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the day.
- ✚ All visitors will be required to report to the office prior to undertaking any activity within the school and preschool environments, where they will be required to sign a 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, visitors will be required to report to the office at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- ✚ Parents /guardians are not to enter learning areas without having signed in the Visitors book. These visits need to be prearranged with the teacher to ensure disruptions are minimised.
- ✚ There are a many times throughout the year when groups of parents and friends are invited into the grounds to celebrate special events. On these occasions visitors are not required to sign in and out.

#### **Parent Helpers**

Many parents assist and support classroom teaching/learning programs. This provides invaluable classroom support. These parents are often in the school for short periods of time. During these times, they **will** need to sign in and out at the office.

#### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on...

**July 2018**