



SACRED HEART CENTRAL SCHOOL

VISITORS TO SCHOOL POLICY

PURPOSE

This policy sets out the expectations for behaviours related to all visitors to Sacred Heart Central School.

POLICY

In the interest of promoting positive school profiles and healthy relations with the wider community, schools welcome legitimate visitors. Visits to schools must be managed with care to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience.

All visitors to Sacred Heart must be accompanied at all times. Approval for the visit must have been given by the Principal or delegate and all those to be 'visited' must have been fully informed and have given their assent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

Safety and duty of care obligations are to be observed at all times.

DEFINITIONS

Visitor - Anyone entering the school grounds who is not officially and usually involved in the operation of the school.

PROCEDURES

- All visitors must present at the School Office, which is located in Morris Street alongside the Church.
- All CE Canberra Goulburn employees, who are wearing a name badge, are required to sign in but are not required to wear a visitor lanyard.
- All visitors must record their name, time of entry and time of departure in a visitor log book located in the School Office,
- All visitors will wear a 'Visitor' lanyard issued by front Office Staff.
- Visitors are not permitted to have unsupervised access to students. Unless approved by the principal.

Approved by:	School Board
Issuing Group:	Executive
Implementation Date:	2015
Supersedes Policy Dated:	2010
Revision Date:	2020
Contact Officer:	Principal