Philosophical Basis:
At Doncaster Gardens Primary school 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.

Guidelines:
We aim to:
• Provide a safe and secure environment for our students, staff and resources.
• Establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Implementation:
• Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
• 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.
• From 15 minutes after the bell signifying the start of the school day until 15 minutes before the bell signifying the end of the school day, all parents/guardians remaining inside the school buildings or within the school grounds must follow the visitors’ sign in and sign out procedure, and wear the appropriate lanyard. Parents/guardians will be regularly reminded of this requirement. Large events, such as assemblies and special days will be exempt.
• Talent scouts, including choirs, orchestras, drama groups, dance groups and sporting associations (but not including modelling agencies and film companies) may be permitted to have supervised contact with students, but only after providing the Principal with suitable notice of the visit, and with the written permission of any parents whose children are to be involved.
• 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 and will be assigned a “Visitors” lanyard 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 badge and to sign out. All visitors will have access to the sign in Terms and Conditions which comply with the DGPS Privacy Policy.
• The process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
• Visitors will be provided with directions, and will be made aware of any hazards that may impact upon their safety or comfort.
• Comfortable and non-intimidating waiting and interviewing spaces will be made available.
• Visitors within the school who have failed to follow this process will be reminded to do so by any member of staff.
• Under the Summary Offences Act 1966 and subsequent amendments, 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.
• All visitors will comply with the school’s Emergency Management procedure at the time of any emergency or practice drill.
• Visitors, including contractors, will comply with the ‘Working With Children’ Checks Policy and all relevant legislation.
• An induction will be conducted for contractors on their first visit to Doncaster Gardens Primary School.
• Contractors will follow all Department of Education and Training (DET) Occupational Health and Safety guidelines whilst on site.

Evaluation:
• This policy will be reviewed every three years as part of the policy review cycle, or more often if required due to changes in emergency management procedures.

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