

# Health and Safety

## Parents and Visitors Policy

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### Context

- We aim to make the school ground a safe and secure environment for all students in our care. To help achieve this we need to know where students are at all times and who has responsibility for them.
- We also need to know when parents have collected children outside the normal arrival or dismissal times.
- We need to know if parents or visitors are on the premises especially if they need to be contacted or in the case of an emergency.
- Classroom teachers have the opportunity to work in partnership with parents in their classroom.
- The interaction between our school & community also leads to a range of visitors in our school.
- Schools are educational organisations and NOT public places.

### Purpose

- To provide guidelines for parents and visitors to the school so that we can be sure that all children are provided with the highest level of supervision at all times and visitors can be accounted for in emergencies.
- To provide guidelines for the involvement of special visitors in school programs and at school events.

### Guidelines for Parents

- Parents wishing to collect children (outside of normal delivery and collection times) will report to the office first to **sign their child out & receive a sign out pass**.
- Parents who are in the school (not in a classroom with a teacher) working in a variety of capacities need to **sign in at the office and indicate their role** and location so that in the case of an emergency they can be located, eg covering books in the library, parent meetings, playgroup, canteen & other volunteer programs.
- **Meetings and meeting locations** held in the school between 8:45 am and 3.00 pm by parent groups need to be indicated in the register
- During lunch or snack recess, **any student who is to be collected will be paged from the office** so we can ensure they leave the school grounds safely.
- Parents are welcome to be part of classroom programs **at designated times as invited by the teacher** e.g. daily Reading Time and at other times as arranged .
- **Drop off and collection of students is not permitted in the Staff & or Visitor Parking areas**
- **The amphitheatre is the recommended meeting place for parents and students at the end of each school day.** This area is supervised and use by all parents at the end of the day reduces congestion at classroom doorways.
- KFPS is a **smoke free & dog free zone**. (School Dog onsite) Please observe signage.
- Parents will usually be notified of special event/ occasion or special visitors to our school or individual classrooms as appropriate via the weekly school newsletter or class specific parent bulletins.

### Guidelines for Contractors

- All contractors and people conducting works at the school **report to the office on arrival** to identify themselves, where they will be working & sign in – Teachers in relevant areas are notified.
- All contractors and people working on the school premises must ensure that their **equipment is kept in a safe position** and where practical vehicles are parked outside the school.

- That all deliveries being made with vehicles **use the visitor parking bays or Olympic Parade parking bays as available.**
- KFPS is a **smoke free zone.** Please observe signage.

#### Guidelines for Visiting Speakers / Talent Scouts

- From time to time individuals, agents or representatives approach schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities. Parents will be notified prior via the school newsletter.
- When the school community supports such visits special consideration is given to whether:
  1. Student involvement will lead to experiences that enrich learning and skills development and complement their school education, and
  2. The individual or organisation has an appropriate record in terms of their 'duty of care' for young people.
  3. Visits by approved organisations are arranged at convenient times.

#### Visiting Speakers

Visiting speakers are in a particularly privileged situation in that they have the opportunity to directly influence students. Kfps will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.

Presenters will be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.

Operational decisions about whether to proceed with a particular presentation rests with the Principal or delegated staff member (s) after a suitable investigation (due diligence) has been conducted.

#### WWCC (Working With Children's Checks)

Paid or volunteer workers & visitors will meet the requirements of the Working With Children Act 2005.

#### Policy Outcomes

- All students who leave the school early will be recorded accurately.
- Improved health and safety procedures for all students.
- Supervised end of day parent/ student meeting area.
- Improved knowledge of visitors and their whereabouts in the school in case of emergency evacuation procedures.
- Special visits/ visitors will enhance student learning & opportunities.

#### Policy Implementation

- Policy **reviewed every 4 years or as necessary**
- **Copies of the policy** distributed to all families via the school newsletter at the start of the school year and/or on enrolment.
- Newsletter **reminders** each term re policy.

#### Key References.

**4.16 Visitors to School.**

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