



Holy Eucharist Catholic Primary School St Albans South.



VISITORS POLICY

Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people at our Catholic school

'The intention for this statement is to provide a central focus for child safety¹ at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements².

¹As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

²Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST

When allegations of abuse concerning children and young people are raised, Holy Eucharist Primary School will take prompt action to have these appropriately referred and investigated.

- Holy Eucharist is resolutely committed to ensuring that all those engaged in our Catholic primary school promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment.
- Holy Eucharist School has in place policies, processes and practices ensuring child safety is key within its culture and that these represent best practice.

Rationale:

At Holy Eucharist 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. We recognise our responsibility to protect and preserve our resources from theft, vandalism and misuse.

Definition:

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 day.

Aim:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage 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.
- 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 a Visitor's Book and register their arrival at and departure from the school. They will be assigned a visitor's badge which must be worn at all times whilst in the school. Staff are to challenge any visitor to the school who is not wearing a visitor's badge and are to redirect them to the office to sign in etc.
- A current Working with Children Check will be required from all paid visitors and volunteer workers in our school. In April 2006, the Working with Children Act 2005(Vic) became operational. Under this Act, a Working with Children Check (WWCC) was introduced for all non-teaching employees and volunteers to ensure their suitability for child-related work in schools. Educational institutions and their employees were expected to comply with the Act by 30th December, 2007. At Holy Eucharist School we require Working with Children Checks or Victorian Teachers Registration.
- Visitors will be required to read The Child Safety Code of Conduct and sign that they have done so.
- Approved companies or outside agencies may be invited or permitted to work with students. These students will have the specific approval of parents/guardians eg Music Lessons. These companies will complete a Memorandum of Understanding with the school before any lessons/activities commence.
- Approved companies or outside agencies may be invited or permitted to work with students and staff will be present on these occasions eg guest speakers, visiting groups etc.
- Visitors will be provided with directions and will be made aware of any construction or maintenance works that may impact on their safety or comfort.
- The above mentioned processes for managing and monitoring visitors, will be advertised regularly in the school newsletter and will appear at the entrance to the school administration area.
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people using or being within the school boundaries outside of school operating hours.
- The school's Emergency Management procedures will ensure that visitors within the school at the time of an emergency or practice drill will be recognized and appropriately catered for.

Ratified 2017.

Reviewed November 2017