



<b>Policy Name</b>	<b>Visitors Policy</b>
<b>Related Policies and Legislation</b>	Risk Management Policy Volunteering Within the School Policy & Procedure Emergency & Critical Incident Management Plan
<b>Policy Category</b>	Student Wellbeing & Safety
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	22 September 2011 08 June 2015 – Re-Formatted <b>23 March 2017</b>
<b>Date Set for Review</b>	<b>March 2020</b>
<b>Person/s Responsible for Review</b>	Treetops Administration

## Visitors Policy

### **Purpose:**

The purpose of this policy is to safeguard the security of our children and to enable us to locate all visitors in the school in an emergency situation.

- All visitors to the school (other than parents) must sign in at the School Office.
- All contractors doing maintenance or other work at the school must sign in at the office and be issued with a name tag or be required to wear their own name tag.
- Anyone visiting a classroom to work with children (including parents), **MUST** sign the Visitor Sheet in the Office. (This does not apply to staff or students from other areas of the school).

### **Visits by Past Students**

Treetops is a community and membership of that community is lifelong; it does not cease once a student or family has left. As a school we encourage this ongoing connection and we value the contribution that extended members of our community make to the culture and identity of our school. For this reason, students who have previously attended Treetops Montessori School are always welcome to visit the school.

As the school owes a duty of care to visiting ex-students there are certain steps that must be followed when an ex-student wishes to visit. They are as follows:

- A request to the school needs to be made prior to the visit and permission given by the Principal.
- Parental permission must be obtained (for students under the age of 18) and parents must sign a permission slip.

So as to not disrupt the learning of other students we ask that ex-students bring with them something to occupy their time, as the class will generally be involved in regular daily activities.

Visiting students are also expected to adhere to classroom rules and to follow the normal daily routine.