



Policy Name	Visitors Policy
Related Policies and Legislation	Child Protection Policy & Procedure Duty of Care Policy Privacy Policy Risk Management Policy & Procedure Volunteering Within the School Policy & Procedure Emergency & Critical Incident Management Plan
Policy Category	Student Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	22 September 2011 08 June 2015 – Re-Formatted 23 March 2017 March 2020 18 June 2020 11 May 2023
Date Set for Review	May 2028
Person/s Responsible for Review	Treetops Administration

Visitors Policy

Purpose:

The purpose of this policy is to safeguard the security of our students and staff, to comply with relevant legislation and school registration standards, and to enable the school to locate all visitors in the school grounds in the event of an emergency situation.

Policy:

Any additional person on-site represents an increased risk to students and staff. Consideration should always be given as to the community benefit of the visitor weighed against the increased risk of their presence.

- All visitors to the school (other than parents/guardians at drop-off and pick-up times) must sign in at the School Office.

- All contractors or trades people doing maintenance or other work at the School must sign in at the School Office and be issued with a name tag or be required to wear their own name tag.
- Anyone visiting a classroom to work with students (including parents), MUST sign the Visitor Sheet in the School Office. (This does not apply to staff or students from other areas of the school).
- All visitors to the school must comply with any relevant health directives (e.g.: COVID-19 hygiene requirements).
- The school operates video surveillance on the school site, and makes use of this footage if required.

Contemporaneous Records

In accordance with Section 4.3 of Registration Standards and Other Requirements for Non-Government Schools 2022, a record is kept of any visitor who has worked with students in their pre-compulsory education period. For Treetops this means any visitors who are working with students in our Children's House.

Unauthorised persons on-site:

All Treetops staff are required to challenge any unknown person on-site where their presence cannot reasonably be attributed to any of the above categories. Administration must be contacted as a priority whenever there is a person on-site who does not meet the criteria below or have permission to be on-site. The school may implement a lockdown if the person is perceived to be a threat.

Types of visitors:

Typically, the School would have visitors from the following categories:

- Parents/guardians who are volunteering;
- Parents/guardians who are visiting classes;
- Contractors or tradespeople with specific school-based tasks to perform;
- Prospective parents/guardians engaging in school tours;
- Relief teaching or non-teaching staff attending due to staff absences;
- Educational professionals delivering content through incursions;
- Educational professionals touring the School's grounds;
- Prospective students undertaking trial days;
- Community groups with an interest in engaging with the School.

Any visitors should contact the school in advance and confirm the arrangements for their visit.

Visitors not associated with any of the above categories will need the permission of the Principal before accessing the School site.

Approved school gatherings such as Shuukai or Family Gatherings are usually open to all family and friends of our existing students. As such, these events are exempt from the need to sign in and out at the School Office. If any hygiene or health requirements are in place, these still need to be followed. Unknown visitors at these events may also have their identity checked.