**POLICY DETAILS**

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| **Policy Title** | Curriculum Framework Policy |
| **Approved Date** | 12th August 2021 |
| **Next Review** | In conjunction with the school Principal each year by the elected School Council. |

**RATIONALE**

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.

**AIMS**

* To provide a safe and secure environment for our students, staff, visitors and resources.
* To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
* To encourage experiences that enrich learning and develop skills that complement school education.

**IMPLEMENTATION**

* Visitors are defined as all people who seek to enter our school 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.
* All visitors will be required to register their arrival and departure in the “Visitors” sign in book at the school general office. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
* At the discretion of the Principal, this process may be suspended. eg mass participation events.
* Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
* Under the Summary Offences Act 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.
* include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play — refer to Working with Children and Other Suitability Checks for School Volunteers and Visitors
* ensure that emergency exits and emergency procedures are available/visible to visitors
* programs delivered by visitors are delivered in a manner that is not inconsistent with the Victorian Public Sector Values and the principles and practice of Australian democracy as outlined in the Education and Training Reform Act 2006 (Vic).
* ensure that a record of all visitors to the school is kept in the event of a school emergency or any future investigation
* align with relevant Department policies and procedures.
* The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
* Visiting speakers content and presentations must address the development of students’ knowledge and understanding
* The school will extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter.
* If the school is approached by talent scouts, information will be provided to parents about the opportunity so that if desired, contact can be made by parents with them.
* Visitors are required to sign in with a QR code ‘Check in’ at the front of the office.

**POLICY REVIEW**

This policy will be reviewed in conjunction with the school Principal each year by the elected School Council. Any changes will be made in accordance to the Victorian Education Department and VRQA guidelines. All revisions will be documented.