

UNWANTED VISITORS

POLICY

Rationale:

Our school welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent. School Council regards the direct canvassing of students by promoters of commercial events or activities as generally inappropriate.

Aims:

To provide a school environment that is devoid of unwanted and unwelcome visitors.

Implementation:

- All legitimate visitors are required to report directly to the school office upon arrival at the school, to sign a visitor's register and to be assisted with directions or appointments.
- Signs directing visitors to the school office will be clearly displayed at school entry points.
- Staff are required to direct any unidentified person without a visitors badge to the school office, or to report unidentified people or vehicles to the Principal.
- Staff on yard duty are required to be vigilant, and to approach or report visitors that are obviously unwanted.
- Staff will be provided with professional development on how to communicate with visitors in a non-confrontational manner.
- The school will implement its right to have people charged with trespass if necessary.
- Any visitor who breaks the law will be charged with an offence as appropriate.
- The school will establish and maintain effective relationships with the local police.
- The school community will be invited to assist by reporting suspicious out of school time activities to the police.
- The school's emergency evacuation procedures will be regularly practiced.
- Security lighting will be maintained.

Evaluation:

This policy will be reviewed as part of our school's regular three-year review cycle.

This policy was last ratified by School Council in...

August 2017



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.