



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

Outside School Hours Care – Participation of Visitors and Volunteers Policy

RATIONALE

We seek to provide an open and friendly learning environment, which values and actively encourages visitors and volunteers to our program. 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 and resources.
- To establish protocols and procedures that effectively monitor and manage visitors and volunteers, whilst not compromising the open and inviting nature of our program.

IMPLEMENTATION

- Whilst we actively encourage an inviting and open program, the safety of our students, staff and resources remain our highest priorities.
- 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.
- All visitors and volunteers will be required to report to the front desk prior to undertaking any activity within the program where they will be required to sign a 'Visitor's Sign In Book'.
- Visitors and volunteers may be asked to produce a valid Working With Children Check or photo identification, depending on the purpose of their visit to the school.
- Visitors and volunteers will be provided with directions and will be made aware of any construction works, etc. that may impact upon their safety or comfort.
- Visitors and volunteers within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority, to prohibit any potential visitor or volunteer from entering or remaining within the school. The Principal also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- 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 from the 'Visitor's Sign In Book' and will be expected to follow school emergency procedures as directed.

EVALUATION


This policy, along with all aspects of the Patterson Lakes' Outside School Hours Care program will be reviewed annually in consultation with the Program Coordinator, the Principal and parent users of the program.

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, November, 2018.

Signed.....


School Council President

Signed.....


Principal