

# 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 community or commercial events or activities as generally inappropriate. The principal, if satisfied of the bona fides of such promoters, may organise more acceptable means of communicating with students.

### **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, to collect and wear a visitor's badge, and to be assisted with directions or appointments.
- Signs directing visitors to the school office will be prominently 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 class.
- Staff on yard duty are required to be vigilant, and to approach or report visitors that do not display visitor badges or 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 regularly informed about our process for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours activities to the police.
- The school's emergency evacuation procedures will be regularly practiced.
- Security lighting will be well 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...

**March 2015**