



Learning For Our Future

Kadina Memorial School

School Visitor Policy

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Kadina Memorial School Visitor Policy

Kadina Memorial School is committed to providing a safe, supportive, and orderly environment for all students, staff, and members of the school community. This policy sets out the requirements and procedures for visitors, including parents/carers, volunteers, and contractors, to ensure the safety, privacy, and wellbeing of our school community, in accordance with the Department for Education guidelines.

Purpose

Schools value parent engagement, but it is generally most effective when structured and communicated in advance (e.g., volunteering, parent-teacher meetings). If parents wish to discuss matters with teachers, it is appropriate to organise this outside of class time.

We ask that parents and carers leave the school grounds after drop off unless they have an appointment with a staff member or are volunteering.

Reasons for leaving immediately after drop off include:

- Promotes student independence: When parents say goodbye and leave, it helps children transition smoothly into the school environment and encourages self-reliance and resilience.
- Reduces classroom disruption: Prolonged parent presence can distract teachers and other students, interrupting routines and classroom learning activities.
- Supports teacher-student relationships: Allowing students to settle without their parents present fosters a positive rapport and trust between students and educators.
- Site security and duty of care: Managing who is present onsite and in classrooms is essential for students' safety. Unauthorised adults in classrooms can complicate emergency management and child protection obligations for staff.
- Consistency of routines: Predictable, consistent separation routines reduce anxiety for many students and support the calm start of the school day.

Scope

This policy applies to all visitors to the school premises during school hours, including parents/carers, family members, volunteers, contractors, and departmental service providers.

Policy Statement

1. General Requirements

Kadina Memorial School grounds are not public land. Entry is by invitation, appointment, or prior approval, for genuine school-related business only.

All visitors must report to the front office on arrival during school hours.

Visitors are required to sign in and out via the school's visitor management system and will be issued with a Visitor's Badge/sticker, which must be worn at all times while on site.

2. Approval and Access

Visitors, including parents/carers, must not enter classrooms or learning areas during instructional time unless prior approval has been granted by the Principal (or delegate).

Parents/carers are welcome to:

- Drop off and collect children at designated locations and times.
- Attend scheduled meetings and events by invitation only.
- Participate as volunteers or helpers if all department requirements (e.g., Working With Children Check, induction) are met and tasks are pre-approved.
- Unauthorised visitors or those acting contrary to school directions may be asked to leave, and persistent breaches may be treated as trespass.

3. Volunteers

All volunteers, including parents assisting in classrooms or on excursions, must comply with the Department for Education's Volunteer Policy.

Volunteers must:

- Undergo relevant screening (e.g., Working With Children Check)
- Complete a site induction (including awareness of child protection and privacy)
- Work under the supervision of a staff member at all times and in line with a staff member's direction.

4. Special Circumstances

Departmental service providers, contractors, or tradespeople must comply with sign-in procedures and follow relevant site-specific instructions.

Any person whose conduct poses a risk to the safety or privacy of students, staff, or other visitors may be removed from school premises at the Principal's discretion.

5. Communication

The Visitor Policy will be available on the school's website and reviewed annually.

Reminders about visitor requirements will be regularly communicated to families.

References

Managing Protections for Teachers, Staff and Students Procedure (Jan 2025)

Volunteer Policy (April 2024)

Protective Practices for Staff in Their Interactions with Children and Young People (2025)