

## **The Armidale School**

### **Visitor Policy Summary**

Visitors are all persons on our premises, other than current students and staff who have a good cause to be there.

Typical visitors include members of the wider community, current and prospective parents/carers, prospective staff, volunteers, contractors, invited speakers and representatives of the community, business and service groups.

If any person (whether or not originally a legitimate visitor) displays behaviour that indicates an intent to use physical force or power, threatened or actual, against a person, that either results in or has a high likelihood of resulting in either physical or psychological harm, that person shall be treated as a violent intruder and emergency procedures will be activated.

#### **Visitors During School Hours**

We are committed to providing a safe working environment for all our staff, students, visitors and guests. It is our policy to:

- ✓ ensure the safety and welfare of all persons on the premises
- ✓ implement procedures for management of visitors
- ✓ ensure all staff who are arranging meetings with visitors request that they report to Reception (unless they are attending an organised event, or a meeting with a staff member has been pre-arranged at a specific location)
- ✓ ensure that both students and staff are vigilant to the presence of unknown people on our premises
- ✓ implement appropriate internal security procedures
- ✓ implement procedures for dealing with violent intruders
- ✓ train staff with respect to dealing with visitors.

When we hold an event that involves multiple visitors (such as parent/teacher meetings or social functions), it is not practical for our visitors to report to Reception. Clear signage will be displayed at entrances and staff and/or student representatives shall be deployed to assist in directing visitors to and from the event venue.

#### **Visitors Outside School Hours**

It is our policy that all activities on our premises outside school hours must have appropriate approval from the school.

Any visitor to the premises outside school hours does so at their own risk and we accept no responsibility for any actions of any visitors outside school hours without our approval.