



Clifton Creek Primary School

VISITORS POLICY

The safety of all students and staff is paramount at Clifton Creek Primary School. During a school day, there are many people who may visit our school. We acknowledge that there are potential risks allowing visitors into the school and as a result management of these risks are as follows:

- All visitors must report to the office.
- A visitor who will be spending time in the school must use the sign in book located at the front desk.
- Staff and students should be aware of the school's Visitors Policy and should direct all visitors to the school office if they have not signed in.

There are many times throughout the school year when groups of parents and friends are invited into the school grounds to celebrate special events. On these occasions visitors are not required to sign in and out.

Parent Helpers

Many parents assist and support classroom teaching/learning programs. This provides invaluable classroom support. These parents are often in the school for short periods of time. During these times, they **will** need to sign in and out at the office.

Parents who are volunteers do not need a Working With Children Check if they are assisting in the classroom of their child, however if they are working with children in another classroom, they must have a Working With Children Check.

Working With Children Check ~ applications must be made online www.workingwithchildren.vic.gov.au/ and then processed with personal identification documents at a Post Office. There is no cost associated for *volunteers* apart from the photo fee. The WWCC is valid for 5 years.

*This policy was last ratified by School Council on 3 May 2017
and is to be reviewed every three years or earlier if necessary.*