

## **DECV Visitors Policy**

***Endorsed – DECV Advisory Committee – 19 June 2012***

DECV welcomes the involvement of the school community at DECV. However, the safety and privacy of students, parents and teachers is paramount.

DECV is an educational institution, and it should be noted that schools are not public places.

Visitors must be aware of the potential to disrupt the functioning of the school and detract from the delivery of educational services to students. There must also be an awareness of the appropriate use of DECV/ DEECD resources, including teacher time.

Meetings with parents, friends, former employees and other visitors should be held in the Reception and Resource areas of the school.

Visitors are welcome to use the computer/ internet facilities available at Reception, in the Canteen and the Resource Centre. Uses of computers must comply with the schools acceptable use policy.

Parents are welcome to wait at the school while students take part in DECV activities. Parents may wait in Reception, the Canteen, Resource Centre or in the gardens at the front of the school. Parents cannot enter learning spaces.

It is noted that the first floor is a working area. Persons who are not employees may be allowed onto the first floor with the permission of a member of the Principal Class or nominee in circumstances where there is no staff member designated as Acting Principal.

All non-DECV employed persons on the first floor, must be signed in the Visitors book at Reception and supervised during the visit. They must wear a Visitor's pass at all times and sign out on departure.

Former CRT and contract staff are considered visitors and are expected to comply with this policy. (See Staff Handbook for further information)