



Policy – Identification and Recording

Policy Information

Policy Name:	Visitor Policy
Policy Number:	
Current Version:	1.1 – 31.8.2017
Purpose:	Visitor Management
Scope:	
Policy Owner:	Brett New, Principal
Policy Author:	
Related policies and legislation:	DECV
Internal procedures guided by this policy:	

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
27.1.2016	Draft	Revision	Deanna Butler	1.1
10.3.2016	Draft	Revision	Malcolm McIver	1.1
18.3.2016	Draft	Revision	Helen Stearman	1.1
31.8.2017	Draft	Revision	Deanna Butler	1.1

Distribution: Staff, students, parents, supervisors. Publication on public website.

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

DECV is an educational institution that strives to create the best teaching and learning environment. To achieve this, some areas of DECV are not publicly accessible.

Public access to teaching and learning areas may disrupt DECV teaching and learning activities, such as online lessons and private/confidential telephone conversations between students and their teachers.

To maintain a stable, focussed teaching and learning environment, public access to DECV teaching areas will be in accordance with the following principles:

Meetings with parents/carers, 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 school's Acceptable Use Policy.

Parents/carers 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 may not enter learning spaces (unless arrangements have made with supervising teachers prior to the event).

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 Visitor book at Reception and supervised during the visit. They must wear a Visitor 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)