

BLAKEHURST PUBLIC SCHOOL



VISITOR ACCESS PROCEDURES



Rationale

Blakehurst Public School is a place of learning.

Blakehurst Public School seeks to provide an open and friendly learning environment, which values and actively encourages parent/carer and community involvement in the school.

The school also recognises its duty of care to ensure a safe environment for students and staff, and accepts responsibility for protecting and preserving resources against theft, vandalism and misuse. The safety and security of its students, staff and resources remain the school's highest priority.

Visitors are defined as all people other than staff members, students and parents/carers involved in the task of delivering or collecting children during school hours.

When students are at school they are under the care of Blakehurst Public School staff. Access to students during school learning time (9.25 am – 3.25 pm) is restricted to ensure the smooth and safe operation of classrooms and the playground and to ensure that interruptions to teaching and learning are reduced as much as possible.

Purpose of the Procedures

- To minimise interruptions to the organisation of the school and in particular the operation of classrooms
- To ensure that only authorised persons have access to students and staff
- To ensure that the school provides a safe and orderly environment which has a strong focus on quality teaching and learning

Access Procedures for Visitors

Access before and after 'school learning time.' (9.25 am – 3.25 pm)

All gates are closed between 9.50am – 3:00pm daily to ensure the safety of students and staff.

Parents and carers have access to the front office and authorised pick up areas in the school before and after 'school learning time' so they may safely:

- Deliver or pick up children
- Meet with administrative and office staff
- Meet with executive staff at a negotiated time

Siblings from local high schools who come to the school grounds must sit on the seats in the playground. They are not permitted to approach classrooms or students. Where ongoing concerns occur and high school students have not responded to instructions from teaching staff, the Principal will contact the Principal at the high school/s that the students attend.

Access to the Administration Block

The front office is the school's first contact point. Parents/carers are welcome to visit this area at any time to:

- Collect students during the day in the event there are medical issues or there is an emergency
- Drop off students who have arrived late
- Make appointments to meet with staff
- Make enquires about the school
- Pay accounts
- Participate in other activities which may require the support of administrative staff

To ensure that classes and playground time are not interrupted, parent/carer access to the school is limited to the front office unless a parent/carer is:

- Participating in school events e.g. assemblies, special celebrations, information sessions. Parents/carers are able to move directly to the hall or classroom where these events are taking place and are not required to report to the office
- Attending prearranged meetings with teachers and/or executive staff. Parents/carers are still required to sign in at the office before proceeding to agreed meeting spaces
- Helping in classrooms. Parents/carers are still required to sign in at the office before entering classrooms

If it is absolutely essential for parents/carers to see their child during learning time, approval must be sought from the Principal. Depending on the circumstances, the following may occur:

- The child will be collected for the parent/carer and brought to the office
- A message or items (e.g. lunch, jumper, books) will be delivered to the student on behalf of the parent/carer and the student will not be required to attend the office

Access to students other than those in parent care.

Under no circumstances do parents or carers have the authority to approach children who are not in their care to discuss matters of concern. Any concerns of this nature should be raised with the Principal.

Providing Feedback to the School

There may be occasions when parents and carers wish to provide feedback to the school. Parents and carers are required to make an appointment with the staff concerned so that adequate time and privacy can be devoted to support them. It also ensures that staff exercise their duty of care with their class, as it is not possible for them to participate in meetings with parents/carers whilst supervising students. If the matter is urgent, parents/carers need to approach the Principal.

The school will also seek parent/carer feedback through surveys, information sessions and other community events throughout the year.

Responsibilities of Administrative Staff

Administrative staff are responsible for establishing the validity of school visitors, including parents/carers when they present at the office.

Where a person asserts that he or she is the parent/carer of a child at the school, it may be appropriate in certain circumstances, particularly where the parent is unknown to the school, for proof of identification to be provided.

If the parent/carer requests to have access to their child between 9.25am and 3.25pm and this is not the result of a child being picked up due to illness or attendance at a pre-arranged appointment, approval must be sought from the Principal.

Parents/carers should not have access to classrooms and children should not be withdrawn from the classroom or the playground unless approval has been granted by the Principal.

Administrative staff should ensure that the visitor book is signed and visitor passes are issued.

When visitors request to meet with the Principal, administrative staff should ask them to sign in the visitor's book and ask them to sit in the foyer. Following this, they should advise the Principal who will escort the visitors from the foyer to the Principal's office.

Responsibilities of All Staff

If a visitor presents at the classroom or on the playground between 9.25am and 3.25pm and is not wearing a visitor's pass, staff should request that they immediately report to the front office.

If the visitor declines to follow the teacher's request the teacher should report the matter to the Principal immediately and the Principal will meet with the visitor and inform him/her of the school's Access Procedures. Depending on the reason for the visitor being on the school grounds, the Principal will either issue a visitor pass or request that the visitor leave the school grounds immediately.

If a visitor refuses to follow any request from the Principal and remains on the school grounds without authorisation, he/she will be informed that his/her actions constitute trespassing and that the school has the right to call the police.

How to Approach the School

Concern	Appropriate Action
Parent wishes to discuss the academic progress of their child	<ul style="list-style-type: none">The parent will directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to meet.
Parent wishes to report issues their child is having with other students	<ul style="list-style-type: none">The parent will initially contact their child's teacher.The parent will contact a member of the school's executive staff if the issue continues. The issue will then be followed up by either the supervisor or Principal, depending on the nature and duration of the issue.

Parent wishes to discuss issues regarding the behavior, needs or application of their own child	<ul style="list-style-type: none"> • For minor issues, the parent will directly contact their child's teacher. • For more serious concerns, the parent will contact the school office. So that the issue can be addressed with a member of the school's executive team.
Parent wishes to discuss school procedures	<ul style="list-style-type: none"> • The parent will contact the school office to arrange a meeting with the Principal.
Parent wishes to discuss concerns regarding a staff member	<ul style="list-style-type: none"> • The parent will contact the school office to make an appointment to meet directly with the Principal.

The Inclosed Lands Protection Act (1901)

Failure to act in an acceptable manner may lead to exclusion from the school grounds under the *Inclosed Lands Protection Act (1901) and its Amendments* following procedures established by the Department of Education for:

- Actual physical assaults or intimidating behaviour on students, staff, parents or community members at the school or during the course of school activities.
- Behaviour in a manner in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors.
- Use of offensive language (i.e. swearing) in the presence of students and staff.
- Persistent interruptions to the learning environment of the school such as entering classrooms without permission.
- Persistent entry to the school site without permission or legitimate reason.

If all avenues have been exhausted and a satisfactory outcome has not been reached then you may consider lodging your suggestion, complaint or allegation in writing in accordance with the NSW Education School Community and Consumer Complaint Procedure which is located on the Department's Website.

Organisations and community members utilising school facilities outside school hours

There are a variety of programs that operate on the school grounds before and after school hours. The coordinators of these programs/activities adhere to all requirements as per the school's Community Use Agreement and are responsible for supervising all students and parents who are on school grounds during the operating hours of their program.

If a visitor presents

Most recent review: November 2019
Next review date: November 2020

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