



ACCESS TO SCHOOL PREMISES POLICY

Brunswick South Primary School

Policy Implementation Date October 2014	Review Date October 2018	Responsible for Review Policy Subcommittee
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Introduction

The school encourages the development of a sense of school community through the interaction of parents, and the interaction of parent helpers in the education of the students at the school, while keeping in mind the Principal's duty of care in relation to the safety and wellbeing of all students and others who attend upon the school premises. This policy is to be read in this light and all members of the school community are encouraged to respect the policy while being invited to suggest, recommend and participate in other activities and opportunities for involvement that will encourage community development.

Background

1. This policy governs who should be permitted to enter upon the school premises, recognising that no person has an automatic right to enter but rather it is an operational decision, which must fit with the Principal's duty of care.
2. Safety is an important consideration in access to the premises and ensuring the safety of children and adults on the premises is important for the school to know who is present and why.
3. This policy acknowledges the Principal's duty of care, which extends to anyone attending on the school premises at any time.
4. The School Council's function as outlined in the *Education and Training Reform Act 2006* to regulate and facilitate the after hours use of the school premises and grounds is acknowledged.
5. The aspiration of the school to develop a healthy school community in all aspects including parental interaction is acknowledged.
6. The Licensed Children's Service obligation on the Out of School Hours Care program (OSHC) as required by the *Children's Services Act* is acknowledged.
7. This policy also acknowledges that there is more than one community in the school and it is a challenge to balance the interests and needs of those various communities.

Key Policy Points

1. No person shall have access to school premises prior to 8.45am or after 3.45pm on school days without the express permission of the Principal or as permitted under this policy.
2. Prior to drop off and after pick up the duty of care for children is the responsibility of their parents or carers and not the responsibility of the Principal or the school.
3. Visitors to the school are regulated by the visitors' section - see below.

Standing Approvals

1. Parents visiting classrooms by arrangement with the classroom teacher.
2. Those people involved in OSHC program.
3. Parents entering school premises for the purpose of parent teacher interviews. It is noted that it is up to the parents to supervise any children they bring with them to those interviews.
4. People attending approved school functions, such as, school welcome picnic, school concerts, etc.
5. Music Lessons held out of school hours.
6. The School Art Fair including setting up and packing up at which times the school either provides a program for the children of those families involved or children who are not permitted.
7. Any other activity that is expressly permitted by the Principal under this policy. Permission should be given in writing.
8. People attending the school for associated education programs, such as bike education and the Stephanie Alexander Kitchen Garden Foundation Program, parent reading, ride to school day parades and other associated activities. Volunteers at these activities are governed by the School's Volunteers Policy.
9. Some of these activities will be covered by the Visitors section - see below.
10. The Staffroom is available until 10am on each school day for use by parents remaining on the school premises after the second bell in the morning to gather and continue to meet and talk. Those parents and others not utilising the staffroom should leave the school premises within a reasonable time after the second bell.
11. Parents are encouraged to not arrive on the school premises before 15 minutes prior to collection of children after school unless specific arrangements have been made for the staff room or other areas to be used or a school assembly is taking place.

Visitor's Policy

1. From time to time people, other than parents, visit the school e.g. sales people or those invited to assist in the classroom and other educational activities.
2. Visitors must respect the role of the teachers and the Principal in running the education program of the school, and must follow the directions of the Principal and teachers at all times. Their behaviour should at all times be respectful and an appropriate model for the students consistent with the student code of conduct. Visitors should not smoke on the school premises, and should not consume alcohol at the time of working with children or prior to

working with children.

3. Visitors requiring a working with children check must have that check and have the confirmation of that check available at the time they enter the school premises. All visitors must sign in and out in an appropriate visitor's book which may be located at the school office or in the local classroom area, where the visitor is helping out. Visitors must wear a visitors badge during their visit especially if they are not a regular visitor. All parent volunteers should be briefed in their helper role, maintain confidentiality and if necessary obtain a working with children check.

Ratification and Implementation

Upon ratification by School Council of this policy, it will be distributed via the newsletter and made available on the BPS website for the whole school community

Review

This policy will be reviewed as part of the school's review cycle.