

**Nuwarra Public School**

*“Excellence, Innovation, Opportunity”*

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**PARENTS, GUARDIANS, CAREGIVERS AND VISITORS POLICY**

**Rationale**

Nuwarra Public School seeks to provide a friendly and harmonious environment that ensures the students, staff and visitors safety and well being at all times. The school seeks to encourage parents and visitors to enter the school to engage in the school community in a variety of different settings as outlined below in this document. The school recognises its responsibility to ensure an environment that protects and preserves all property and resources of all parties on the school grounds from misuse, vandalism and theft.

It has been developed in accordance with the Department of Education and Communities guidelines.

**Definition**

Nuwarra Public School defines Parents, Caregivers and Guardians as:

* The adult legally responsible for a student who attends Nuwarra Public School
* The legal guardian of a student who attends Nuwarra Public School

Nuwarra Public School defines Visitors as:

* A relative of a student who attends Nuwarra Public School
* A family friend of a student who attends Nuwarra Public School
* An individual who is enquiring about future enrolment or involvement of their child in the school
* An individual who is entering the school to access programs taking place within the school grounds ( e.g. playgroup)
* Individuals who have been requested to enter the school to provide a service such as scripture, incursions, guest speakers , staff development activities, maintenance staff and Departmental staff on official business.
* Departmental staff who are participating in professional development opportunities
* Medical professionals for the purpose of student well being
* Para professionals for the purpose of student well being
* Individuals whose skills are required within the school grounds at any given time for the benefit of the school community and/or environment

**\*\*\* All parties outlined above must have approved access to the child before entering the school grounds\*\*\***

**Policy**

* All visitors to the school must access the school via the school administration building
* All visitors need to report to the administration staff where they will be required to state the purpose of their visit before they will be provided with a Work, Health and Safety (WHS) Induction sheet that the visitor must read and sign to say that they accept the information outlined in the document.
* Once the WHS document is signed and sighted by the administration staff the visitor will be allocated visitor identification that must be visibly displayed on the visitor for the duration of their visit to Nuwarra Public School.
* At the completion of the visit the individual must return to the administration office to sign out and return their identification before exiting the school via the front gates.
* In the case of an evacuation or lock down all sign on sheets will be collected and taken to the meeting point to ensure the attendance and therefore safety of all individuals on the school property.

***Policy for visitors involved in playgroup:***

Visitors who are involved in the playgroup that takes place on the school grounds will be required to:

* Read the WHS Induction document and agree to adhere to its guidelines
* Sign in at the start of every session on the designated roll when they arrive at the playgroup
* At the completion of the session all individuals are required to sign off
* In the case of an evacuation or lock down all sign on sheets will need to be taken to the meeting point to account for the attendants and therefore the safety of all individuals on the school property.

**Code of Conduct:**

**Parents and visitors to the school are expected to:**

* Treat all persons associated with the school with respect and courtesy
* Ensure their child/children are punctual to class
* Make appointments in advance of expecting to obtain an interview
* Allow staff to supervise, investigate and manage students without interference
* Never directly approach or engage in any form of communication with another person’s child. The school will deal with issues between students as part of the school Student Well being and Behaviour Management Policy.
* Comply with Government legislation in regards to no smoking or alcohol on school grounds
* Discuss issues or concerns about school, staff or students through the correct procedures
* Follow school procedures regarding entry and behaviour on the school grounds, including any restrictions that may be imposed
* Monitor all pre school aged children and ensure they remain with their guardian whilst in the school grounds

**Failure to abide by this Code of Conduct or in the event of the following, the provisions of the *Inclosed Lands Protection Act (1901)*and its *Amendments* may be followed:**

* Actual or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities
* Behaviour that causes alarm or concern in the presence of students, parents, staff or other visitors
* Use of offensive language in the presence of students
* Persistence 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

**Under the terms of the Act, the Principal (or nominee) has the legal authority to**

* Direct the person to immediately leave the grounds
* Call the Police to remove the person if he/she refuses
* Restrict or withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal
* Seek further legal avenues