



Tapping Primary School

Creating Opportunities

Independent Public School

Visitors to the School

DEPARTMENTAL POLICY

- The principal has primary responsibility for regulating the conduct of visitors on school premises.
- School security staff are only permitted to be on the school premises during normal school hours when invited to attend by the principal and remain under the principal's direction. At these times, it is the role of security staff to assist the principal in maintaining good order on school premises.
- The provisions in the *School Education Regulations 2000* relating to the management and control of government school premises do not apply to students of the school during normal school hours.
- The principal or school staff must not detain or attempt to detain any visitor on school premises as provided in section 120(3) of the *School Education Act 1999* as this is the responsibility of the police and/or security staff. However, the principal or school staff must ensure the safety and welfare of staff and students on school premises by employing protective behaviours that may include in extreme cases the restraint of visitors.
- The district director will review any direction or order given by a principal when requested by the person subject to the direction or order.

Guidelines

- Apart from parents/carers delivering students to school prior to the start of the school day or collecting students at the end of the school day, all visitors are required to report to the front office of the administration block before proceeding to other parts of the school.
- All visitors except contracted workers (electrician, lawn mowing contractor etc) with easily identifiable badges or clothing logos are expected to sign the "Sign In Sign Out" book on arrival and at departure from the school.
- Visitors are given badges to wear to show they have authorized business on school grounds unless they are wearing a clear identification badge of their own.
- Any person who comes to the school to work with individual or groups of students or participate on excursions is required to have a Police Clearance or complete a

“Confidential Declaration”. Departmental employees will automatically be considered to have one.

- A copy of the “Confidential Declaration” for the current year is to be found on the shared drive (S:) under Administration/All Staff.
- **“Confidential Declaration Register”** A register of parents who have a “Confidential Declaration” for the current year will be placed on the shared drive (S:) for access and checking by staff prior to inviting parents to participate in school activities.
- “Confidential Declarations” will be valid for the current year unless there is reason to cancel the declaration.
- “Confidential Declarations” will be retained by the office and shredded at the end of each year.
- Dogs are not permitted on the school grounds, even if on leashes, due to health, safety and cultural concerns.
- Please report to admin anyone who does not comply with these guidelines.
- The principal may request unauthorized people to leave the school grounds.



151 Royal Street, EAST PERTH WA 6004

CONFIDENTIAL DECLARATION 2010

For persons requiring access to schools who are not employees of the Department of Education and Training.

Please read carefully and tick one of the boxes below.

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my with or near children.	
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or

(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. _____ _____ _____ (Please attach a separate sheet of paper if required)	
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I certify the accuracy of the above information. I am aware that I may be required to provide a criminal record clearance if it is considered necessary to verify the information provided.

Name: _____
(PLEASE PRINT CLEARLY)

Signature: _____ Date: _____

Company: (if relevant) _____

Address: _____

Phone/Email: _____

School/s visiting: _____

Purpose of Visit: _____

Children at this school:

_____ Year: _____ Learning Area: _____

_____ Year: _____ Learning Area: _____

_____ Year: _____ Learning Area: _____

_____ Year: _____ Learning Area: _____