



Regents Park Public School

Creating opportunity for success

ACCESS POLICY and PROCEDURES

Rationale.

Regents Park Public School seeks to provide an open and friendly learning environment, which values and actively encourages parents/guardians and visitors to our school.

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

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

When students are at school they are under the care of Regents Park Public School staff. Access to students during school learning time (9.00 am – 3.00 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. This approach is necessary to meet the school's obligations in relation to occupational health, safety and welfare regulations.

Aims of the policy:

- To minimize interruptions to the organisation of the school and in particular the operation of classrooms
- To ensure that only authorized 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.' (9.00 am – 3.00 pm)

Parents and guardians have access to the front office and authorized pick up areas (generally the playground and outside of their child's classroom) in the school before and after 'school learning time' so they may safely:

- deliver or pick up children
- have informal contact with staff

- meet with administrative and office staff

Access during 'school learning time'

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

- Organize the collection of students by filling in an early release form
- Drop off students who have arrived late by filling in a late arrival form
- Make appointments to see staff
- Make enquires about school operations
- Pay accounts
- Other activities which require the support of administrative staff

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

- Participating in school events e.g. assembly, special celebrations, information sessions (parents/guardians should make their way to the assembly hall or other location for the event)
- Attending prearranged meetings (parents/guardians should sign in at the office)
- Helping in classrooms (parents/guardians should sign in at the office)
- Dropping off or collecting their child (after collecting a late arrival or early departure slip.)

Access to students, classrooms and the playground during learning time is not permitted unless approval has been sought from the Principal or the school is hosting a special event.

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

- The child will be collected for the parent/carer
- A message or items (e.g. lunch, jumper, books) will be delivered to the student on behalf of the parent/guardian

Providing feedback to the school

There may be occasions when parents and guardians wish to provide feedback to the school. Parents and guardians 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 attend to this duty and provide adequate attention to parent and guardian feedback. If the matter is urgent please approach the Principal.

Access to students other than those in parent care.

Under no circumstances do parents and guardians 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.

Responsibilities of administrative staff

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

Where a person asserts he or she is the parent 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 parents/carer requests to have access to their child between 9.00 and 3.00 pm, approval should be sought from the Principal.

Parents/guardians 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 9.00 am and 3.00 pm, staff should request that they report to the front office.

If a visitor does not have a "visitors pass" and/or is not following, the school's access procedures, the staff member needs to request the visitor to go to the front office to gain formal access to school facilities, staff and students.

If the visitor declines to follow the teacher's request the teacher should send a help card to the Principal who will inform the visitor of the school's Access Policy and then invite them to either move with them to the front office to discuss their access needs or to immediately leave the school grounds.

If a visitor refuses to follow these requests and remains on the school grounds without authorization they will be informed that their continual actions constitute trespassing and that the school has the right to call the police for support in the application of the school's policy.

If the visitor refuses to follow the school's procedures the police may be called.