



KARDINYA PRIMARY SCHOOL
Learning for Life

VISITORS TO THE SCHOOL POLICY

Review Date	June 2026
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Policy Statement

The Principal has primary responsibility for the day-to-day management and control of a school, including all persons on school premises, and is to provide for the safety and welfare of students and staff at Kardinya Primary School.

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.
- The principal must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check.
- Visitors not involved in child-related work (such as contractors) are required to complete and sign a Confidential Declaration form, unless the principal determines that it is not required
- All visitors, except contracted workers (electrician, lawn mowing contractor etc) with easily identifiable badges or clothing logos, are expected to sign in and out at the front office on arrival and at departure from the school.
- Visitors are given badges to wear to show they have authorised 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 Working With Children Card, Police Clearance or complete a "Confidential Declaration". Departmental employees will automatically be considered to have one.
- 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 unauthorised people or people disrupting the good order of the school to leave the school premises.

Do we need more information about intruders?

Expanded information can be found at

[Visitors and Intruders on Public School Premises Policy - Policies - Department of Education](#)