



## VISITORS POLICY

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### PURPOSE

The purpose of this policy is to provide a safe and secure environment for our students, staff and resources by establishing guidelines and procedures in relation to visitors to the school that effectively monitors and manages visitors.

### SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.00am-4pm other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from:

- Outside School Hours Care;
- school events such as parent teacher interviews, concerts, sport or other school activities;
- and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

### DEFINITIONS

**Visitors** to the school are defined as all people entering school grounds during school hours.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
  - o parent and community volunteers
  - o invited speakers eg incursion presenters
  - o sessional instructors
  - o representatives of community, business and service groups
  - o local members of parliament
- those who are conducting business such as:
  - o uniform suppliers
  - o booksellers
  - o official school photographers
  - o commercial salespeople
  - o trades people
  - o external welfare and allied health professionals
  - o talent scouts

**Child-related work:** As defined by the *Working with Children Act 2005* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

### POLICY IMPLEMENTATION

Altona Primary School, as part of the wider community, seeks to provide an open and friendly learning environment where appropriate visitors are valued, and their presence is actively encouraged. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff and our responsibility to



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protect our resources against theft, vandalism and misuse. Altona Primary School encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Altona Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students, will be fully supervised by school staff at all times during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

When deciding to approve a visitor, the Principal will consider the visitor's purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education; and the potential for the visitor to cause controversy within the school or broader community.

All visitors will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's Child Safety Policy / Statement of Commitment to Child Safety and our Child Safety Code of Conduct. The principal has the discretion to make a decision about the ongoing suitability of a visitor and may determine at any time whether or not a person is suitable to visit at Altona Primary School. Visitors who fail to follow directions will be directed to the Administration Office and/or escorted from the premises.

Visitors may include, but are not limited to:

- Parents;
- Volunteers – see our school's Volunteers Policy for more information;
- Prospective parents, students and employees;
- Invited speakers, sessional instructors and others addressing learning and development;
- Public officials (eg Members of Parliament, local councillors);
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople;
- Tradespeople;
- Children's services agencies;
- Talent scouts;
- Department of Health and Human Services workers;
- Victoria Police;
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc);
- Other Department of Education and Training staff (including allied health staff) or contractors;
- NDIS therapists or other allied health or health practitioners.

### [Sign in procedure](#)

All visitors to Altona Primary School are required to report to the administration office prior to undertaking any activity within the school. Visitors must:



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- Record their name, signature, date and time of visit and purpose of visit in the Compass Kiosk;
- Provide proof of identification to office staff upon request;
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's lanyard;
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Workplace Bullying Policy and Statement of Values;
- Return to the office upon departure, sign out and return visitor's lanyard.

This process will be published in school communications and will be displayed at all school entrances.

Altona Primary School will ensure that our school's Child Safety Code of Conduct and Child Safe Standards are available and visible to visitors when they sign in.

### Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors either engaged or not engaged in **child-related work**, will be required to produce a valid WWC Check. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check but may be asked to verify that they are sworn officers by providing proof of identification.

### Invited speakers and presenters

On occasion, Altona Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Altona Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives;
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - o elected government
  - o the rule of law
  - o equal rights for all before the law
  - o freedom of religion, speech and association
  - o the values of openness and tolerance
  - o respect the range of views held by students and their families.

### Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.



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If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours, which must be authorised by the Office staff or a member of the leadership team.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

### Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

### General Guidelines

1. The Principal has operational responsibility in relation to the visitors who are allowed into Altona Primary School, for what purpose and on what conditions. All visitors to school are there at the discretion of the Principal.
2. All visitors during school hours are required to register their arrival at, and departure from the school at the front office, including printing their name, signing, and recording the date, times and purpose of the visit. They will be given a visitor's badge and must wear it for the duration of the visit. A visitor not wearing a current badge may be questioned as to the reason for their presence by staff, students or parents. They may be escorted to the office to sign in and obtain a current visitor's badge.
3. Parents or guardians picking up children early are required to sign in and out in the student late arrivals/early dismissal book.
4. In the event of an emergency, while they are on school grounds, visitors will follow instructions given by any member of school staff.
5. When visiting a classroom, parents accept the authority of the teacher and that they are in attendance on the teacher's terms. Teachers' value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity.
6. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a current Working with Children Check. All visitors to the school, having direct contact with children, will be required to possess a Working with Children Check (WWCC). A register of WWCC is maintained by the school and is kept in the office.
7. Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
8. Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to the event that visitors will be taking photographs.

### FURTHER INFORMATION AND RESOURCES

#### Related School Policies

- Volunteers Policy



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- Child Safe Policy
- Child Safety Reporting and Responding Policy
- Duty of Care Policy

### **Related DET Resources**

- [Working with Children Suitability Check](#)
- [Visitors in Schools](#)

### **EVALUATION AND REVIEW**

This policy will be reviewed as part of the school accountability requirements, and/or in response to any incident in regard to visitors on the school grounds, and/or if circumstances and regulations change.