

Visitors to School Policy

St Albans East Primary School

Date: December 2015



Rationale

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction, delivered in accordance with legislative and Department requirements).

Visitors to the school are defined as all people entering school grounds during school hours 9:00am to 3.15pm Monday to Friday 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.

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:
 - parent and community volunteers
- invited speakers e.g. incursion presenters
- sessional instructors
- representatives of community, business and service groups
- local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- trades people
- children's services agents
- talent scouts
- instructors providing Special Religious Instruction (SRI).
- Other visitors may include:
 - Department of Health and Human Services Child Protection Workers
 - Victoria Police
 - Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health

officers).

Aim

To provide a safe and secure environment for students and staff.
To establish protocols and procedures that effectively monitor visitors to the school

Implementation

- 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.
- Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is generally a working with children check (WWC Check). However if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption.
- On the basis that schools are not public places, but are public educational institutions, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.
- The visitors to school policy will be published in school communications and will be displayed at all school entrances.
- Visitors who fail to follow directions will be directed to the Administration Office.
- All visitors are required to comply with the school's Statement of Values.
- During school hours all visitors to the school, including parent classroom helpers, volunteers, tradespersons, must report to the administration office and register their arrival at the school by signing the visitors' book and collecting a visitors' badge.
- All contractors will complete an Occupational Health & Safety induction before commencing any works.
- On departure they must record the time out and return the visitors badge to the school office.
- Visitors must wear the school's distinguishing visitor's badge at all times throughout their visit.
- In certain circumstances visitors will be accompanied by a member of staff e.g. for approved parental access, visits, appointments by representatives from Government and Children's Service Agencies etc.
- All regular visitors must be familiar with school routines, including emergency management plan.
- Parents will be notified in advance about any visitors to the school affecting their children either through the school's newsletter, a school notice of activity or an individual parent notice.

- The school always reserve the right to accept or refuse access to any organisation or individual on a case by case basis and will take into consideration the content of this policy and the wellbeing of students.
- The school will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.
- Presenters will always be well briefed about the nature of the school and its community, and must be prepared to respect the range of views held by students and their families.
- The school's emergency management procedures will ensure that visitors within the School at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Review Year

2018