

VISITORS POLICY

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Drouin West Primary School.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception. 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.

DEFINITIONS

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

Drouin West Primary School aims to welcome and build partnerships with parents and families and the broader school community. We strive to create an open and inclusive school community, and 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. Our aim is to eliminate potential risks posed to students' safety and privacy.

Drouin West 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*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees



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School Principal: Kelly Halliday

- 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
- Instructors providing Special Religious Instruction (SRI)
- 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

IMPLEMENTATION:

The criteria for visitors that will be allowed into the school will include:

- That the proposed visit clearly serves an educational purpose and is consistent with curriculum objectives
- That the proposed visit is appropriate for children or young people in the relevant age group, and is consistent with the values of public education
- Visitors meet the requirements of the Working with Children Act 2005 in relation to paid or volunteer workers who need to have a Working with Children Check
- Staff to consider which groups may be represented and their purpose EG. Community based non-profit groups, Secondary College staff
- Consideration of the potential for a visitor to cause controversy within the school or broader community
- Consideration of the appropriate use of DE&T resources, including teachers' time
- Consideration of the safety of students, staff and visitors in the event of an emergency situation at the school. Staff from government or private agencies who have legal rights to come into the school.
- 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:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech and association
 - the values of openness and tolerance



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- respect the range of views held by students and their families.

Procedures will also include:

- Circumstances where all visitors will be accompanied by a member of the school staff
- All visitors will be required to wear a distinguishing badge collected from the office where visitors sign in, so they are identified as a visitor
- Regular visitors need to be familiar with the schools' emergency management plan
- Talent scouts visiting for choirs and sporting groups will be able to advertise in the newsletter at a cost of \$25 for a business size advertisement, \$50 for a half A4 page and \$100 for a full page. Companies that supply fliers will be asked to pay a handling fee of \$20.
 - If parents wish children to participate they will be required to contact the company directly.
 - Talent scouts from other organisations will generally not be permitted.
- Visiting Speakers: - The school will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.
- Where initiatives involve external presenters speaking on controversial matters, invitations should generally come from the school, in accordance with its educational program, and not from groups wishing to use the school as a forum to advance their causes.
- Presenters also need to be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.
- Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after a suitable investigation (due diligence) has been conducted



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SIGN IN PROCEDURE

All visitors to Drouin West Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in [include details, i.e. visitors book, computer system, etc]
- 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/name tag] at all times.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc.
- Return to the office upon departure, sign out and return visitor's lanyard/name tag.
- Drouin West Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment 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 who are engaged in child-related work (see definition above) must have a valid WWC Check.

In some circumstances, visitors to Drouin West Primary School who are not engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Drouin West Primary School will require a valid WWC Check for:

- visitors who will be working regularly with children during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- visitors (e.g. contractors), who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Further background checks, including references, may also be requested at the discretion of the principal.



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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.

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.

RELATED POLICIES AND RESOURCES

Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety policy, Child Safety Code of Conduct]

REVIEW PERIOD

This policy was last updated on May 2020 and is scheduled for review on May 2023.