



Visitors

POLICY

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.

Visitors

- Visitors to the school are defined as all people entering school grounds during school hours other than staff members, students and parents/carers acting in their capacity as parents/carers 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; or
 - local members of parliament;
 - * Those who are conducting business such as:
 - uniform sellers;
 - booksellers;
 - official school photographers; and
 - commercial salespeople;
 - * Trades people.

Other visitors may include:

- * Department of Health and Human Services Child Protection Workers;
- * Victoria Police; or
- * 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 and manage visitors without compromising the open and inclusive nature of the school.

Scope

This policy applies to all visitors to the school.

Implementation

- All visitors to the school are required to report to the Office prior to undertaking any activity within the school. They are required to:
 - * sign a Visitors Book and will be assigned a numbered 'Visitor' badge on a lanyard, which must be worn at all times within the school;
 - * return their badge at the end of the visit and sign out in the Visitors Book.
- Visitors who fail to follow directions will be directed back to the Office by a member of staff and may be asked to leave the school grounds.
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the Principal (or their nominee) prior to attending the school.
- Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students must be fully supervised by school staff at all times.
- School staff have a duty of care to their students. The duty requires school staff to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.
- All teachers are to ensure that visitors in their classroom are wearing a 'Visitor' badge/lanyard and if not, direct them to the Office for one.
- The school's Emergency Management procedures, as displayed around the school, will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- 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). If a visitor's occupation exempts them from the requirements to have a WWC Check (e.g. police officers, teachers etc.) they must provide evidence to the school to 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.
- When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:
 - * the educational merit and potential benefits of the visit;
 - * the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to the students;
 - * whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular (apart from Special Religious Instruction, delivered in accordance with the *Education and Training Reform Act 2006*, Ministerial Direction 141 and policy);

- * where the proposed visitors will be delivering content that is appropriate having regard to school policies, Department policies and the principles and practice of Australian democracy including the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance; and
- * the potential for the visitor to cause controversy within the school or broader community.

References

- School Policy and Advisory Guide
Visitors in Schools

Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.

Ratified

This policy was ratified by School Council on 5th September 2018.