

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 Narre Warren North 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 8.45am to 3.45pm. Our front office is open from 8.00am to 4.00pm. Outside these times, the 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

Child-related work: As defined by the *Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.

POLICY

Narre Warren North Primary School strives 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.

Narre Warren North 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 and School Philosophy, Child Safety Policy, Child Safety Code of Conduct and Volunteers Policy.

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
- Invited speakers, sessional instructors and others addressing learning and development

- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g. uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. 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

GUIDELINES FOR ACTION

Sign in procedure

All visitors to our 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 on Passtab
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard containing the WWCC at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Statement of Values, etc.
- Return to the office upon departure, sign out and return visitor's lanyard

Our 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.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Requirements for visitors to produce a valid Working with Children Clearance

For Working with Children (WWC) Clearance 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 Clearance.

In some circumstances, visitors to our School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, our 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.

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 Clearance.

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

Invited speakers and presenters

On occasion, our 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, Our 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:
 - 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
- 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.

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.

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 pickups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

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. Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school.

Visitors and volunteers are also expected:

- to be outstanding role models for all students
- to work under the professional direction of staff, following school policies
- to speak in a respectful and friendly manner to all students and staff
- to maintain confidentiality
- to report any issues of concern to teachers (and not directly intervene)
- to keep a safe and professional distance from all students

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. The school will ensure that emergency exits and emergency management plans and procedures are available/visible to visitors.

The Principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. If in doubt, the Principal should consult with the Regional Office and seek advice from the Legal Services Branch.

The school generally supports the practice of facilitating contact with students by approved organisations or individuals – including children's choirs, orchestras and drama groups and sporting associations.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook
- Discussed in an annual staff meeting
- Made available on request at the office

RELATED POLICIES AND RESOURCES

This policy is to be read in conjunction with the following school policies:

Volunteers Policy

Child Safety Policy and Code of Conduct

Statement of Values and School Philosophy

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

APPROVAL AND REVIEW

Policy last reviewed	11 th May 2022
Consultation	Newsletter: 18 th May School Council: 7 th June 2022
Approved by	Principal
Endorsed by School Council on	7 th June 2022
Next review date	May 2024