

# Flemington Primary School

## Visitors Policy



### 1. PURPOSE AND RATIONALE:

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Flemington Primary School during Operating Hours.

### 2. POLICY STATEMENT:

This policy applies to any visitors who may attend school grounds or use the school grounds during Operating Hours.

### 3. DEFINITIONS:

- **Visitor** – those people who are not regular attendees at the school during Operating Hours. This may include prospective students and their Parent/Carers, prospective employees; volunteers; those supporting extracurricular learning, development and sporting activities; product and service suppliers (e.g. school photographer, uniform suppliers); trades people; children's services agents; health and human services workers; Victoria Police; other Department of Education workers; and others as welcomed by the Principal (such as invited speakers or Members of Parliament).
- **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.
- **Operating Hours** – School operating hours are usually 8.30am to 4pm weekdays excluding school holidays and public holidays.

### 4. ACTION GUIDELINES:

The School strives to create an open and inclusive school community, and encourages Parent/Carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services/groups, other schools, and other organisations.

The school is open for instruction, and the administrative office staffed, during regular Operating Hours (see the definitions section above). During this time all Visitors must report to the School's administrative office before attending to any other matters on the school premises.

Outside of these times, the administrative office is not generally staffed. Those permitted on school grounds between 7am to 8:30am and 4pm to 6pm 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. There may also be Visitors attending before or after school activities provided by authorised third parties (e.g. karate, chess club, private music tutoring).

During weekdays before 7am and after 6pm; weekends; and when other school activities are not being run, the school is open for community use by individuals and families.

During regular Operating Hours the School is not a public place. The Principal has the authority to permit or deny entry to School grounds, and encourages visitors to familiarise themselves with the School's **Working with Children Check for Volunteers Policy, Parent/Carers Code of Conduct, Bullying and Harassment Policy** and **Privacy Policy**.

#### 4.1 Sign in / Sign out Procedure

All visitors to the School between 8:30am to 4pm weekdays are required to report to the School's administrative office on arrival (see exceptions below in relation to Parents/Carers).

Visitors must:

- Provide proof of identification to office staff upon request;
- Record their name, signature, date and time of visit and purpose of visit, as requested by the school office;
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's lanyard and nametag at all times;
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including the Parent/Carers Code of Conduct, Bullying and Harassment, Student Engagement and Inclusion, and Working with Children Check for Volunteers Policies; and
- Return to the office upon departure, sign out and return visitor's lanyard.

The School will ensure that the School's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

#### 4.2 Invited Speakers and Presenters

On occasion, the School may invite external speakers or providers to deliver presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, the 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
- 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, and
  - The values of openness and tolerance.
- The third party respects the range of views held by students and their families.

### 4.3 Parent/Carer Visitors

This section should be read in conjunction with the School's **Parent/Carers Code of Conduct Policy**.

We understand that there may occasionally be a reason why a Parent/Carer may want to speak to or see their child at school, during school Operating Hours.

We ask that parents avoid arranging to visit their children at school wherever possible, as this can cause undesirable disruptions to the school day. If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that Parent/Carers telephone the school office to make the request to speak to or see their child.

All Parent/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 (e.g. Parent/Carer teacher interviews, music concerts, assemblies), are required to sign in as a Visitor at the School's administrative office.

### 4.4 Other Visitors

All other Visitors attending the school must report to the School's administrative office upon arrival for instruction and follow the sign in procedure outlined above.

#### **Requirements for Visitors to produce a valid Working with Children (WWC) Check card**

For Working with Children Check and other suitability check requirements relating to Parent/Carers and others volunteers working with students see the School's **Working with Children Check Policy**.

All Visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

In some circumstances, Visitors 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, a valid WWC Check is required for:

- **Any visitors who will be working directly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties (e.g. visiting guest speakers and presenters who are conducting classroom activities and workshops with students).
- **Any visitors or contractors** such as tradespeople who will be performing work at the school for an extended period of time or 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. Member of Parliament, journalist, prospective Parent/Carer 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.

## 5. MONITORING, REPORTING AND REVIEW:

The School shall keep a log of all Visitors to the School during regular Operating Hours. This includes name, reason for visit, date, arrival time and departure time.

The School shall keep a log of strangers (description, date and time) visiting the school who are not there for any school related matters. As appropriate a police report should be filed.

## 6. RELATED POLICIES AND DOCUMENTS:

- Bullying and Harassment Policy
- Parent/Carers Code of Conduct
- Privacy Policy
- Working with Children Check Policy

## 7. REFERENCES:

- DET School Policy and Advisory Guide – Visitors in Schools  
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

## 8. REVISION HISTORY:

This policy was ratified by School Council on October 30<sup>th</sup>, 2018.

It will be reviewed as determined by School Council or every 3 years.