



# VISITORS IN SCHOOLS



## PURPOSE

To provide an open, friendly learning environment, that values and actively encourages visitors to our school, whilst providing a safe environment for our students and staff.

**Definition:** Visitors include, but are not limited to, community volunteers, classroom helpers, invited speakers, personnel from school support groups, pre-service teachers, work experience students, trades people, representatives of the school community, business and service groups and prospective parents to the school.

## OBJECTIVES

- To provide a safe and secure environment for our students, staff and visitors to the school.
- To establish protocols and procedures which effectively monitor and manage visitors, whilst maintaining the open and inviting nature of our school.
- To protect and preserve our resources against theft, vandalism and misuse.

## GUIDELINES FOR IMPLEMENTATION

- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to:
  - prohibit any potential visitor from entering or remaining within the school.
  - invite or exclude people from using the school or being within the school boundaries, within and beyond school hours.
- Prior to participating in school activities, visitors will be required to report to the administration office to electronically 'sign-in' using the designated school iPad located at the front counter, before collecting a visitors badge. Required information includes the visitor's name, date and time, purpose of their visit and whether they hold a current Working With Children Check (WWCC).
- Electronic notification of visitors who sign-in without a current WWCC will be forwarded to the administration staff and Principal / Assistant Principal.
- Visitors will be required to report to the administration office to electronically 'sign out'. Staff will remind visitors to abide by this process.
- Where practicable, visitors will be required to sign a visitors list or book situated at the entrance of each building, when attending specified school events.
- The above mentioned process, for managing and monitoring visitors, will be published in the school newsletter.
- Visitors may be required to provide a 'Working with Children' Check prior to attending the school. This requirement will be determined at the discretion of the Principal and / or Assistant Principal, based on the reason for the visit.
- Visitors may be required to have a teacher or staff member, who is authorised under the 'Working with Children' legislation, accompany them whilst on the school grounds.
- 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 catered for appropriately.
  - emergency exits and emergency management plans and procedures are available/visible to visitors.
- School policies and procedures must be in place and available/visible to visitors, including the requirement to abide by the school's Child Safety Code of Conduct
- Visiting speakers may be invited into the school provided that the content of their presentation:
  - is relevant to the curriculum, and makes a positive contribution to the development of students' knowledge and understanding
  - complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
  - is delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to 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.

- At the commencement of the school year, the school will implement procedures to ensure staff members and volunteers hold a valid WWCC or VIT equivalent. The designated Office Administration staff will:
  - Maintain a current electronic register of all teaching staff: VIT, non-teaching staff: WWCC and volunteer: WWCC. A hard copy of the above lists will also be kept in labelled folders and housed in the office
  - check the currency of VIT and WWCC via automated monthly reminders, as entered onto the school's electronic calendar
  - Notify relevant staff and volunteers will be notified of the impending expiry of their VIT / WWCC.
- The Principal or Assistant Principal will make decisions with regard to the suitability of visitors representing community-based groups, commercial or marketing groups or talent scouts. At all times, awareness of the appropriate use of DET resources, level of disruption and issues of a controversial or legal nature, will be considered.
- This policy is to be read in conjunction with the:
  - Working with Children Regulations 2006
  - Working With Children Act 2005
  - DET School Policy Advisory Guidelines
  - HPPS Child Safety Policy
  - HPPS Information Privacy Policy
  - HPPS Risk Management Policy
  - HPPS Student Wellbeing Policy
  - HPPS Working With Children Check Policy
  - Department of Justice website: [www.justice.gov.au/workingwithchildren](http://www.justice.gov.au/workingwithchildren)

## EVALUATION

Evaluation of this policy will be carried out by the Leadership Team as part of the Education and Policy Committee's cyclic review process in four years time or beforehand, if a significant issue arises.

Prepared by: Janet Evison and Adriana Dickinson

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Signed:



Janet Evison  
(Principal)



Chris Pearce  
(School Council President)