



Visitors

1.0 Rationale

- We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools. Other visitors including employees of relevant service agencies, specialist instructors, guest speakers, school photographers, trades people and commercial sales people may also be present in the school.

2.0 Goals

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

3.0 Implementation

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors may include but are not limited to:
 - Prospective parents and employees
 - Those who are addressing a learning or developmental need, such as:
 - Parent and community volunteers
 - Invited speakers
 - Sessional instructors (eg music)
 - Representatives of community, business and service groups
 - Local members of the State and Commonwealth Parliaments
 - Those who are conducting business such as:
 - Booksellers
 - Official School photographers
 - Commercial salespeople
 - Trades people
 - Children's Services agents
 - Talent scouts
 - Instructors providing Special Religious Instruction (SRI)
 - Department of Health & Human Services Child Protection workers
 - Victoria Police
 - Persons who are authorised to enter onto the school premises for a specific purpose, eg Worksafe or Environmental Health officers.
- All volunteers involved in the CHATS program must have acquired a Working with Children (WWC) Check and must wear their WWC Card each time they are helping in the classroom.

Visitors

- All other visitors who will be working in a location in the school where children freely move about, learn and play must provide evidence they have acquired a WWC Check.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a “Visitor’s Book” and will be assigned a “Visitor’s Pass” which they must wear in a lanyard so that it is visible at all times whilst they are within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their pass and lanyard and to “sign out” in the Visitor’s Book.
- Any programs or content delivered by visitors (other than Special Religious Instruction) must comply with the requirement that education in Victorian government schools is secular.
- Visiting speakers are in attendance by invitation only. They will 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. They will be invited to the school to support the school’s education program, and will not be permitted to use their visit as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter. All visiting speakers to the school must provide evidence of their Public Liability Insurance cover with a minimum policy limit of \$10 million.
- Visiting building contractors must also follow the “sign in” process above and must be inducted by the Principal according to Occupational Health & Safety Regulations, before commencing any works around the school. They must also provide evidence of their Public Liability Insurance cover with a minimum policy limit of \$10 million.
- Visitors will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- 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, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- 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.

4.0 Resources

- *DET Visitors Policy* which can be accessed at:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>
- *Emergency Management Contact* which can be accessed at:
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorreemergency.aspx>
- *Information Privacy* which can be accessed at:
<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>
- *Legal Liability and Associated Matters* which can be accessed at:



<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/personaliability.aspx>

- *Risk Management* which can be accessed at:
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/risk.aspx>

5.0 Evaluation

This policy will be reviewed as part of the school's five-year review cycle.

6.0 End of Document