

Visitors to School Policy

Update May 15, 2010

1. 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.

2. Aims

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

3. Principles

- 3.1 Whilst we actively encourage an inviting and open school, the safety and privacy of our students and staff remain our highest priorities.
- 3.2 Visitors during school operating times are defined as, all people other than staff members, students and parents/guardians, involved in the task of delivering or collecting children to or from school. Visitors include, volunteers, parent helpers, paid workers, guest speakers, activity or sport providers, consultants and contractors.

4. Implementation

- 4.1 All visitors during school operating times will be required to report to the main office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, Visitors will be required to report to the main office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- 4.2 Volunteer Helpers in the Canteen and those helping with Fresh Fruit Friday will be required to sign the Helper Register for the respective programs and to wear the Canteen helper or Fresh Fruit Friday Helper badge. The Canteen helper Register is kept in the Canteen and the Fresh Fruit Friday Register is kept with the Fresh Fruit Friday tubs in the staffroom.
- 4.3 Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
- 4.4 The process for visitors at school will be regularly published in the school Newsletter and will appear at all school entrances.

- 4.5** Parents will not be required to 'sign-in' for weekly activities where they are an observer, such as school or 'area' assemblies or other advertised school events such as 'Open Mornings, parent seminars or Tabloid Sports days.
- 4.6** Under the Summary Offences Act 1966 and subsequent amendments, the Principal/Assistant 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.
- 4.7** 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 included.
- 4.8** All staff are asked to speak to any unidentified visitor (Person not wearing a badge) and refer them to the office for signing in.
- 4.9** Students are asked to tell a teacher on duty, their class teacher or other staff member if they see a person in the school without a Visitor Badge.
- 4.10 Working With Children Check (WWCC): -**
- 4.10.1** All visitors to the school, having direct contact with children, will be required to possess a Working With Children Check. The only exception being parents or helpers assisting a teacher in a classroom, where the children remain under the direct supervision of the classroom teacher. A WWC check is recommended for all parent helpers.
- 4.10.2** Visitors to the school will be required to show the WWC check and provide a copy of the WWC check to the school.
- 4.10.3** The school will retain a copy of all Working With Children check in a Register.
- 4.11** The Principal/Assistant Principal is responsible for the implementation of the Visitors to School Policy and has responsibility, in relation to the visitors, who are allowed into schools for what purpose and on what conditions. If in doubt, the Principal/Assistant Principal will consult with the Regional Office and seek advice from the Legal Services Branch of the Department of Education and Early Childhood Development.
- 4.12 Talent Scouts:**
- 4.12.1** From time to time individuals, agents or representatives may approach the school wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.
- 4.12.2** Assisting such efforts to recruit students is not a primary function of the school. Nevertheless, the school and community values the opportunities for broader experiences and the further development of skills and abilities that these contacts may make available to our students.
- 4.12.3** In assessing requests by organisations to visit the school to recruit students the Principal/Assistant principal will consider: -
1. Will the activity conducted by the persons or bodies concerned, be regarded by the broader community as suitable for the students of the school and specifically for the age group of the target students.

2. Will student involvement lead to experiences that enrich learning and skills development and complement their school education?
3. Does the individual or organisation have an appropriate record in terms of their 'duty of care' for young people?
4. What is the appropriate means of contact with students?

Some possible options may include: -

- visits by approved organisations at negotiated, convenient times during school hours.
- sessions by approved organisations for interested students accompanied by their parents, using school facilities outside of school hours.
- provision of information to the parents of students in the relevant year levels about opportunities so that, if desired, independent contact can be made.

4.11.4 When a 'talent scout' from an organisation has been given permission to visit the school, the community will be advised of this visit via the school Newsletter, a special note, the website or a combination of these.

4.13 Visiting speakers:

4.13.1 In assessing the suitability of a guest speaker to speak to students, the School will ensure that the content of presentation will make a positive contribution to the development of students' knowledge and understanding.

4.13.2 Guest speakers will be briefed prior to their visit about the nature of the school and its community and must be prepared to respect the range of views held by students and their families.

4.13.3 The decision about whether to proceed with a particular presentation rest with the Principal/Assistant Principal or delegated staff member(s) after a suitable investigation, (due diligence), has been conducted.

4.13.4 When a guest speaker has been invited to visit the school, the community will be advised of this visit via the school Newsletter, a special note, the website or a combination of these.

5. Evaluation

This Policy will be reviewed as part of the school's Triennial Policy process and at times when DEECD Emergency Management Procedures are under review.

This policy was last ratified by School Council in....

25th May 2010

NOTE: This policy does not specifically address out of school hours Facilities Hirers. This is covered in the school's 'Hire of School Facilities' Policy.

References: Vic Govt Schools Reference Guide - http://www.eduweb.vic.gov.au/referenceguide/management/6_16.htm