

# 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 Wandin North Primary School.

## SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm, when the office is staffed to monitor/receive visitors at reception, including but not limited to parents/carers, contractors, treating specialists, and incursion staff. Outside of these times, our front office is not staffed, and this policy does not apply.

## DEFINITIONS

*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.

## POLICY

Wandin 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.

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priorities.

Visitors are defined as all people who seek to enter our school other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Wandin 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, Child Safety and Wellbeing Policy, Statement of Commitment to Child Safety, Volunteers Policy, and Child Safety Code of Conduct.](#)

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
- 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

### **Sign in procedure**

Visitors, other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the school.

All visitors to Wandin North Primary School are required to report to the school office on arrival and prior to undertaking any activity within the school grounds (see exceptions below in relation to parents/carers)

Visitors must:

- Record their name, WNPS staff contact member name, date and time of visit and purpose of visit through the Compass Kiosk electronic sign in system.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Always collect and wear a provided visitor's lanyard
- 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*, *Respect for School Staff*, *Statement of Values and School Philosophy* policies
- Be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort
- Return to the office upon departure, sign out via the Compass Kiosk and return visitor's lanyard

Comfortable and non-intimidating waiting and interviewing spaces will be made available if possible.

Wandin North Primary 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. Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.

Under the Summary Offences Act and subsequent amendments, 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.

Wandin North Primary School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

### **Working with Children Clearance and other suitability checks**

For Working with Children Check (WWC Check) 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 Check.

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

### **Invited speakers and presenters**

On occasion, Wandin North Primary 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, Wandin North Primary 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 pick ups 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.

### 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.

## 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 out staff administration Drive
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

- [Statement of Values and School Philosophy policy](#)
- [Volunteers policy](#)
- [Statement of Commitment to Child Safety and Child Safety and Wellbeing policy](#)
- [Child Safety Code of Conduct policy](#)
- [Privacy policy](#)
- [Yard Duty supervision policies](#)

### Department policies:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	School Council May 2023 School Leadership 2023
Approved by	Principal Paul Bailey May 2023
Next scheduled review date	May 2025