

# VISITORS TO THE SCHOOL

## **DEFINITION**

Visitors to the school are defined as all people entering school grounds during school hours other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers e.g. incursion presenters
  - sessional instructors
  - representatives of community, business and service groups
  - local members of parliament
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
- trades people
- children's services agents
- talent scouts

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

## **PURPOSE**

Murrumbeena Primary School recognises parents and families as valued partners in their children's development and learning, and values strong community partnerships. Interaction between schools and their communities inevitably leads to the presence of a range of visitors in school. We recognise the importance of managing potential risks in allowing visitors into our school so they will be informed of our commitment to child safety, zero tolerance of child abuse and the procedures to follow if they suspect a child is at risk.

## **AIMS**

- To ensure the safety and privacy of all students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors.

## **GUIDELINES**

Visits to the school will be determined by their:

- educational purpose being consistent with curriculum objectives
- appropriateness for children in relevant age groups

- consistency with the school's values
  - level of disruption to the functioning of the school relative to potential benefit
  - appropriate use of Department of Education and Training (DET) resources, including teachers' time
  - impact on DET policies (e.g. privacy, photographing of students).
- All visitors, during school hours, will be required to report to the administration office to register their arrival and departure from school in a visitors' book and will be assigned a distinguishing 'Visitors' badge. Visitors must wear this badge at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out in the visitors' book.
  - During registration at the office, visitors will be informed of the Code of Conduct and our commitment to Child Safety.
  - Some school programs (e.g. junior swimming program) will require parent helpers to register at the office and wear a 'Visitors' badge.
  - Parents will be notified in advance when formal in-school visits have been organised for which payment to external providers is necessary.
  - Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times.
  - Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is generally a working with children check (WWC Check). However if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption.
  - Volunteer workers (e.g. invited speakers, community groups) are required to have a Working with Children Check according to the Working with Children Act 2005.
  - The school's emergency management procedures will ensure that visitors within the school at the time of an emergency or practice drill will be recognised and be properly catered for.
  - 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 boundaries outside school operating hours.

## **EVALUATION**

This policy will be reviewed on a 3 year cycle.

2016