

Murrumbeena Primary School Policy



VISITORS IN SCHOOL

DEFINITION

Visitors to the school are defined as all people entering the school grounds other than staff members, students and students' parents/guardians during student drop off and collection.

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 volunteers
 - 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
- tradespeople
- children's services agents
- talent scouts.

Other visitors may include:

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

PURPOSE

Murrumbeena Primary School values strong community partnerships. However, interaction with the community inevitably leads to the presence of a range of visitors in our school. We recognise the importance of managing potential risks in allowing visitors into our school, therefore all visitors must comply with these guidelines to ensure the safety of our school community.

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 (including volunteer parents) are required to report to the administration office to register their arrival at the school on Compass and to show evidence of their Working with Children Check (WWC) in accordance with the Working with Children Act 2005. During the registration process, visitors will be informed of the Code of Conduct and our commitment to Child Safety. They will be assigned a distinguishing 'Visitors' badge. Visitors must wear this badge at all times within the school. Visitors must also sign out at the administration office at the time of their departure and hand over any school property that they are not authorised to take.

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- 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 supervised by school staff at all times.
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- 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.