

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9429 2950

Email: richmond.west.ps@education.vic.gov.au

PURPOSE

The purpose of this policy is to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors at Richmond West Primary School.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 3.45 pm, and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020 (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 IMPLEMENTATION

Richmond West 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. Richmond West 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 and School Philosophy, Child Safety Code of Conduct and Child Safety and Wellbeing Policy*.

The school has a duty of care to appropriately supervise students. 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 during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents

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- 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
- Talent scouts
- Department of Health and Human Services 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

The principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

When deciding to approve a visitor, the Principal will consider the visitor’s purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit
- the level of disruption to the functioning of the school in relation to the potential benefits to students
- whether the proposed visit is consistent with the values of public education; and the potential for the visitor to cause controversy within the school or broader community

Sign in procedure

All visitors to Richmond West Primary School are required to report to the administration office prior to undertaking any activity within the schools. This process will be published in school communications and will be displayed at all school entrances.

All visitors must:

- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Clearance where required by this policy
- Record their name, signature, date and time of visit and purpose of visit through the school’s computer system
- Wear a visitor’s lanyard/name tag at all times which they must wear at all times within the school.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safety Code of Conduct*, *Child Safety and Wellbeing Policy*, *Statement of Values and School Philosophy*
- Return to the office upon departure, sign out and return visitor’s lanyard/name tag

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Richmond West 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.

All visitors are required to comply with the schools *Child Safety Code of Conduct*. Visitors who fail to follow directions will be directed to the Administration Office and/or escorted from the premises.

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.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

[COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children Clearance

All visitors who are engaged in **child-related work** (see definition above) must have a valid Working with Children (WWC) Clearance. In some circumstances, visitors to Richmond West Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit.

For example, Richmond West Primary School will require a valid WWC Clearance 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 Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Richmond West 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, Richmond West Primary School will:

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- 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:
 - o elected government
 - o the rule of law
 - o equal rights for all before the law
 - o freedom of religion, speech and association
 - o the values of openness and tolerance
 - o 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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or at the direction of the principal are not permitted to visit the school. Our school's procedures for managing parents/carers restricted from attending the school are available from the principal or office staff. The school maintains a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

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:

- Reminders in the school newsletter and through COMPASS posts
- Available publicly on our school's website
- Included in induction processes for visitors and contractors
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

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FURTHER INFORMATION AND RESOURCES

RELATED POLICIES

- Child Safe Code of Conduct and Statement of Commitment
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy
- Volunteers Policy

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [Volunteers in Schools](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)

Related Legislation:

- [Worker Screening Act 2020](#)
- [Privacy and Data Protection Act 2014](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years, or earlier as required by any changes to DET policy.

Policy last reviewed	August 2022
Approved by	Principal
Consultation (Recommended)	School staff/School Council August 2022
Next scheduled review date	August 2024