

# VISITORS IN SCHOOL POLICY

Laburnum Primary School

## Rationale:

- To provide a safe and secure environment for students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors without compromising the inclusive nature of Laburnum Primary School and its relationships with the wider community.

## Aims:

This policy applies to any visitors who may attend school grounds when the school is open for instruction (between 8:45 am and 3:45 pm), or visiting the school office between the hours of 8.30 am and 4.30 pm. 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 and Implementation:

*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

Laburnum Primary School seeks to provide an open and friendly learning environment, 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. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

Laburnum Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and buildings, or to exclude people from being on school grounds outside of school operating hours. We encourage all visitors to familiarise themselves with our school's *Child Safe Policy* and *Child Safe Code of Conduct*.

Laburnum Primary School promotes the wellbeing of students, staff and visitors, and has a responsibility to maintain confidentiality and other requirements under Victorian privacy law. Accordingly, the principal has ultimate discretion to approve or not approve a potential visitor and there is no obligation to provide reasons for such decisions.

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

- Parents and guardians who visit the school during the day

- Prospective parents and prospective employees
- Parent and community volunteers
- Invited speakers, sessional instructors and others addressing learning and development
- Representatives of community, business and service groups
- Public officials (e.g. Members of Parliament, local councillors)
- Those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
- Trades people
- Children's services agents
- 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).

### Sign in procedure

All visitors to Laburnum Primary School are required to report to the school office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's name tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies e.g. Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc.]
- Return to the office upon departure, sign out and return visitor's name tag.

Laburnum Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available to visitors when they sign in.

### Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability requirements relating to parents/carers and other volunteers, 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 Laburnum Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check, depending on the particular circumstances of their visit. For example, Laburnum 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, Laburnum Primary School may invite external speakers or external providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Laburnum 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.

### 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.

## RELATED POLICIES AND RESOURCES

Schools Privacy Policy

Child Safe Policy

Child Safety Code of Conduct

Volunteers Policy

### Review period:

This policy was last updated in November 2019 and is scheduled for review in October 2022.

*This policy was last endorsed by School Council in:*

**November 2019**