

VISITORS POLICY



PURPOSE

To provide a safe and secure learning and teaching environment for students and staff.
To establish protocols and procedures that effectively monitor and manage visitors in a consistent and inclusive manner.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds during school operating hours. 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 to deliver or collect children at the start or the end of the school day.

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 direct contact with children that is incidental to the work.

POLICY

Frankston Heights 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.

Frankston Heights 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 Policy, Child Safety Code of Conduct and Volunteers Policy.

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

- Parents
- Volunteers - refer to 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., booksellers, official school photographers etc.
- 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

All visitors to Frankston Heights Primary School are required to report to the school office before undertaking any activity within the school.

Visitors must:

- Sign the visitor's register and collect a visitors badge to carry on their person at all times whilst onsite
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Emergency Management Procedures, Child Safety Code of Conduct, Respectful Behaviours within the School Community Policy, Statement of Values and School Philosophy as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy. Visitors who fail to follow directions will be directed to the Administration Office.
- Return to the office upon departure, sign out and return their visitor's badge.

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 and other suitability checks

All visitors who are engaged in **child-related work** must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Frankston Heights Primary School who are **not** engaged in child-related work may also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit.

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 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 Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

Duty of Care

The Principal and teachers have a duty of care to their students to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an

adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors who are attending the school to deliver incursions, presentations, workshops or other activities and programs to students, will be fully supervised by school staff at all times. The school will assess and verify the suitability of visitors who will work with children.

Approvals

On the basis that schools are not public places, but are public educational institutions, 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, Frankston Heights Primary School will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- the educational merit and benefits of the visit
- the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students
- whether the proposed visit 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). 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, freedom of speech and association
 - the values of openness and tolerance
 - respect for the range of views held by students and their families
- the potential for the visitor to cause controversy within the school or broader community.

Parent visitors

All parents or carers who visit our school during school hours, other than for the purposes of student drop offs and collection 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.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

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
- 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*
- *Volunteers Policy*
- *Child Safety Policy*
- *Responsible Behaviours within the School Community Policy*
- *Emergency Management Procedures*

Department policies:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council - August 2022 School Community (via Sentral) - October 2022
Approved by	Principal
Next scheduled review date	August 2024