

VISITORS POLICY



PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing clear processes for monitoring and managing visitors to Frankston Heights Primary School.

SCOPE

This policy outlines the arrangements for visitors attending Frankston Heights Primary School during school operating hours (8:30 am to 4:00 pm).

For the purposes of this policy, a *visitor* is any person who enters the school grounds during school hours other than:

- staff members
- enrolled students
- parents/carers attending solely to drop off or collect their child at the beginning or end of the school day.

DEFINITIONS

Child-related work

As defined in the *Worker Screening Act 2020 (Vic)*, child-related work is work that usually involves direct contact with a child (including in person, by telephone, in writing or online) where that contact is a central part of the person's duties. It does not include work involving only occasional direct contact with children that is incidental to the work being performed.

POLICY

Frankston Heights Primary School is committed to providing a welcoming, safe and inclusive environment for students, staff, parents/carers and visitors.

We value strong partnerships with families, community organisations, neighbouring schools and external agencies that support student learning and wellbeing.

Frankston Heights Primary School is not a public place. The Principal (or delegate) has the authority to permit or deny entry to the school grounds and may direct any visitor to leave where appropriate.

All visitors are expected to comply with the school's policies and procedures, including the:

- Statement of Values and School Philosophy
- Child Safety Policy
- Child Safety Code of Conduct
- Volunteers Policy
- Respectful Behaviours within the School Community Policy.

Visitors

Visitors may include, but are not limited to:

- parents/carers
- volunteers (refer to the Volunteers Policy)

- prospective parents/carers, students and employees
- invited speakers, presenters and sessional instructors
- public officials (for example, Members of Parliament and local councillors)
- business representatives (for example, school photographers, booksellers and suppliers)
- tradespeople and contractors
- Children's services agencies
- Department of Families, Fairness and Housing (DFFH) staff
- Victoria Police
- persons authorised to enter school premises (for example, WorkSafe inspectors and health officers)
- Department of Education staff and contractors, including allied health professionals
- NDIS therapists and other health practitioners.

Visitor Sign In Procedures

All visitors must report to the school office immediately upon arrival before undertaking any activity within the school.

Visitors are required to:

- sign in using the school's visitor register, recording their name, date, arrival time and purpose of their visit
- provide proof of identification if requested
- provide evidence of a valid Working with Children Check (WWCC), where required
- wear the school-issued visitor identification/lanyard at all times while on school grounds
- comply with all lawful directions from school staff
- follow all relevant school policies and procedures, including:
 - Emergency Management Procedures
 - Child Safety Code of Conduct
 - Respectful Behaviours within the School Community Policy
 - Statement of Values and School Philosophy
 - relevant Department of Education policies, including the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- sign out at the school office when leaving and return their visitor identification/lanyard.

Working with Children Checks and Suitability Requirements

Requirements relating to Working with Children Checks (WWCC) for parents/carers and volunteers are outlined in the Frankston Heights Primary School Volunteers Policy.

All visitors undertaking child-related work must hold a current and valid Working with Children Clearance.

Depending on the nature of the role, additional suitability checks may also be required, including verification of:

- identity
- qualifications
- references
- employment history involving children.

In some circumstances, visitors who are not undertaking child-related work may still be required to hold a valid WWCC. This includes visitors who:

- work regularly with students during their visits, even where direct contact with children is not a central part of their usual duties
- regularly undertake unsupervised work on school grounds during school hours or at any other time when students are present (for example, contractors).

Visitors will generally not require a Working with Children Clearance where they:

- work in areas away from students (for example, auditors working in the administration area), or
- remain under the direct supervision of a staff member throughout their visit (for example, Members of Parliament or prospective parents participating in a school tour).

Sworn Victoria Police and Australian Federal Police officers are exempt from the Working with Children Check requirements but may be asked to provide identification confirming their status.

Invited Speakers, Presenters and External Providers

Frankston Heights Primary School may invite external speakers, presenters and providers to deliver incursions, workshops, presentations and other educational programs.

Consistent with Department of Education requirements, the school will ensure that:

- all presentations and programs support students' educational development and align with curriculum objectives
- all programs comply with the Education and Training Reform Act 2006 (Vic) and Department policies
- all programs are secular and consistent with the values of Victorian government schools.

Programs delivered by external providers must support and promote the principles and practice of Australian democracy, including:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion, speech and association
- openness and tolerance
- respect for the diverse views held by students and their families.

Parent and Carer Visitors

Parents and carers visiting the school during school hours, other than for routine student drop-off and pick-up or school events (such as assemblies, performances, information sessions or parent-teacher interviews), must sign in at the school office in accordance with the visitor sign-in procedures.

Parents or carers who are prohibited from entering the school by a court order or by direction of the Principal are not permitted to enter or remain on school grounds.

Contractors, Tradespeople and Other Visitors

All contractors, tradespeople, service providers and other visitors attending the school to undertake work must report to the school office upon arrival and comply with the visitor sign-in procedures before commencing work.

They must also comply with all relevant occupational health and safety, child safety and emergency management requirements while on school grounds.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Staff induction
- Discussed in staff briefing/meeting

RELATED POLICIES AND RESOURCES

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety Policy
- Child Safety Code of Conduct
- Responsible Behaviours within the School Community Policy
- Student Engagement and Wellbeing Policy
- Yard Duty and Supervision Policy

DEPARTMENT POLICIES:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Consultation	School Council - July 2026 School Community (via Sentral) – July 2026
Approved by	Principal
Next scheduled review date	July 2028