

VISITORS POLICY



Help for non-English speakers

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

RATIONALE

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognize our duty of care to ensure a safe environment for our students and staff, and we recognize our responsibility to protect and preserve our resources against theft, vandalism and misuse.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Pascoe Vale North Primary School whilst not compromising the open and inviting nature of our school.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of: 7.00am for before school care, 8:30am to 4:00pm when the office is staffed to monitor/receive visitors at reception, and 3.15-6.00pm for after school care. 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 Out of School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities such as dinners or sleepovers, 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 *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

Pascoe Vale North 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.

Pascoe Vale North 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day:

- Parents
- 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 (eg Members of Parliament, local councillors)
- Persons conducting business eg: 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 (eg 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 Pascoe Vale North Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in a 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 badge or sticker at all times.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Equal Opportunity Policy, Occupational Health and Safety Policy, Privacy Policy, Workplace Bullying Policy, Statement of Values.
- Return to the office upon departure and sign out.

Pascoe Vale North 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.

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 working with students 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 Pascoe Vale North 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, Pascoe Vale North 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, Pascoe Vale North 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, Pascoe Vale North 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.

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 pickups 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.

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.

Additional Implementation Information

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority.
- Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to 'sign out' in the 'Visitors' book.
- Parents/guardians entering the school building for whatever purpose will be required to follow the same procedure as for visitors.
- Visitors will be provided with directions and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- The above-mentioned process for managing and monitoring visitors will be published in the school newsletter.
- Visitors within the school who have failed to follow this process will be reminded to do so and will be asked to report to the office.
- 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 school boundaries outside school operating hours.
- Any staff member has the right to ask any person in the school who they are and what business

they have in the school, if they are not wearing a visitor's badge.

- 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.

COMMUNICATION

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

- Available publicly on our school's website
- Included in induction processes for relevant staff

RELATED POLICIES AND RESOURCES

Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety policy, Child Safety Code of Conduct can be found at: <http://www.pvnps.vic.edu.au/policies.html>

Department policies:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	Consultation with school council is recommended for this policy. [Consultation with school council is recommended for this policy – please insert date of school council consultation]
Approved by	Principal
Next scheduled review date	March 2025