



RATIONALE

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular.

AIMS

- * 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 open and inclusive nature of the school.

TYPES OF VISITORS

Visitors and volunteers to the school are defined as all people entering school grounds during school hours 8am to 6pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day. These individuals have ‘direct contact’ with children and may include oral, written or electronic communication (as well as face-to-face and physical contact). This timeframe may vary depending on visitors being managed throughout the day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers e.g. incursion presenters
 - sessional instructors
 - representatives of community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- trades people
- children’s services agents (ie: SCOPE)
- talent scouts

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police, Emergency Services, CFA...etc.
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

DUTY OF CARE

Principals and teachers have duty of care to their students. The duty requires principals and teachers 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, seminars or other activities and programs to students will be fully supervised by school staff at all times.

Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is generally a working with children check (WWC Check). However if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption. Some visitors may need to go through a formal induction process (i.e. tradesmen – OHS)

APPROVALS

Anyone engaging in 'child-related work' as part of their role or duties, whether an employee, volunteer, visitor or contractor must have a WWC Check regardless of whether they are being supervised by a teacher or another adult with a WWC Check. 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 (or the nominee) 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 suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- the educational merit and potential 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 is consistent with the values of public education including the requirement that education in Victorian government schools is secular
- whether the proposed visitors will be delivering content that is appropriate having regard to school policies, Department policies and the principles and practice of Australian democracy including the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance;
- the potential for the visitor to cause controversy within the school or broader community.

The principal should consider the suitability of visitors to be in a location where children freely move about, learn and play and whether a Working With Children Check is required or exemptions apply.

IMPLEMENTATION

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.

All visitors are required to report to the administration office:

- prior to undertaking any activity within the school and to sign in to the Visitors Book.
- at the end of their visit and sign out of the Visitors Book.

This process will be published in school communications and will be displayed at all school entrances.

Visitors who fail to follow directions will be directed to the Administration Office.

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.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle.

RELATED SCHOOL BASED POLICIES

- [Emergency Management Policy](#)
- Student Engagement Policy
- [Working with Children Policy](#)

OTHER LINKS AND REFERENCES

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [Duty of Care](#)
- [Visitors in schools](#)
- [Volunteer Checks](#)
- [Volunteer Workers](#)

[Creating Respectful and Safe School Communities](#)

External Resource

- [Department of Justice and Regulation-Working with Children Check](#)

Related Legislation

- *Working with Children Act 2005*
- *Education and Training Reform Act 2006*

Evaluation:

- This policy was ratified by School Council on Wed 8th June 2016.
- This policy will be reviewed as part of the school's four year review cycle