

Visitors Policy

Date approved by School Council	<i>6th December 2016</i>
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Rationale

We seek to provide an open and friendly learning environment, that values and actively encourages visitors to our school. We also recognise our duty of care to ensure a safe environment for our students and staff, and recognise our responsibility to protect children from exposure to harm and preserve our resources against theft, vandalism and misuse.

Seaford Park Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. The school community takes a preventative, proactive and participatory approach to child safety.

Seaford Park Primary School has zero tolerance for child abuse and is committed to providing a child safe environment where children and young people feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

We ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues. We foster a culture of openness that supports all persons to safely disclose risks of harm to children. We engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.

Every person involved in Seaford Park Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

The school's Child Safety Code of Conduct is available on the school's website.

Aims

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- To ensure that visitors working with children have current Working with Children Checks, are monitored by school staff and adhere to the Seaford Park Primary School Volunteer and Visitors Code of Conduct (Appendix A)

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Principal and teachers have a duty of care to their students. Principals and teachers are responsible for taking all reasonable steps to reduce risk, including the provision of suitable and



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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.

- On the basis that schools are not public places, but are public 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 in school grounds outside of the 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 (apart from Special Religious Instruction, delivered in accordance with the Ministerial Direction 145 applied from Term 1, 2016 ;
 - Whether the proposed visitors will be delivering content that is appropriate having regard to the Victorian Curriculum, 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. Visitors who are in contact with children all require a valid Working with Children Check.
- 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.
- Visitors are defined as all people, entering school grounds during school hours (8.45 a.m. – 3.45p.m. Monday – Friday), 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.

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



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- talent scouts
 - instructors providing special religious instruction (SRI)
 - Other visitors may include:
 - 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 officer.)
- 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.
 - All visitors are required to comply with the school's Code of Conduct for Visitors and Volunteers.
 - Visitors who fail to follow directions or the Code of Conduct will be directed to the Administration Office to speak with the principal.
 - Visitors will be provided with directions, inducted into OH&S procedures and will be made aware of any construction works etc that may impact upon their safety or comfort.
 - 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 to support their claim to an exemption.
 - The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and displayed at school entrances.
 - Visitors within the school who have failed to follow this process will be unable to work with children.
 - 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.
 - The *Education and Training Reform Act 2006* prohibits smoking in all government schools. The smoking ban applies to:
 - Anyone present on school premises during and after school hours including students, teachers, contractors, parents/guardians or the wider community, such as sporting groups.
 - All activities that take place on school premises including pre-schools, kindergartens, playgroups, cultural, sporting or recreational activities and school fetes.

If Talent Scouts approach the school:

- The school supports activities conducted by persons or bodies providing:
 - Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after due diligence has been conducted.
 - Student involvement should lead to experiences that enrich learning and skills development and complement their school education.
 - The individual or organisation has an appropriate record in terms of their 'duty of care' for young people.



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- That visits by approved organisations must be negotiated with the person in charge of the activity and be at convenient times during school hours.
- That the provision of information to the parents of students in the relevant year levels about opportunities so that, desired independent contact can be made.
- Presenters will be briefed about the nature of the school and its community and should be prepared to respect the range of views held by students and families.

Ref: <http://www.education.vic.gov.au/school/principals/spag/safety>

Evaluation

This policy will be reviewed as part of the school's three year review cycle or earlier if circumstances deem necessary.

Appendix A:

SEAFORD PARK PRIMARY SCHOOL

VISITOR & VOLUNTEER CODE OF CONDUCT

Seaford Park Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. The school community takes a preventative, proactive and participatory approach to child safety.

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We ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues. We foster a culture of openness that supports all persons to safely disclose risks of harm to children. We engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.

Every person involved in Seaford Park Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

The school's Child Safety Code of Conduct is available on the school's website.

If during your time at our school you are concerned about the safety of one of our students or suspect that they have been subjected to child abuse including emotional abuse and neglect, you have a legal responsibility under the Children, Youth & Families Act to report your concerns to the Principal or Assistant Principal.

While working at Seaford Park Primary School you must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)



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- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps.
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child due to their culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without the consent of the Principal or Assistant Principal (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- take photographs or video of children without the permission of the school principal. Any photographs or video taken must not be stored on personal devices
- ignore or disregard any suspected or disclosure child abuse.
- Teach students in areas where you do not have expertise.
- Conduct learning engagements with students without first consulting with the supervising teacher.

By signing this agreement you acknowledge your responsibility to immediately report any breach of this code to Seaford Park Primary School's Principal or Assistant Principal.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: