



Visitors' Policy

Date approved by School Council	<i>18th March, 2019</i>
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Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Seaford Park Primary School.

Scope

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:45am to 3:45pm and when the office is staffed to monitor/receive visitors at reception. 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 attending parent teacher interviews or dropping off or picking up students from school events such as concerts and other school activities, 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

Seaford Park 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.

Seaford Park 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, Statement of Commitment to Child Safety, Child Safety Reporting Obligation Policy and Procedures, Seaford Park Primary School's Codes of Conduct Policy, Duty of Care Policy and Procedures, Mandatory Reporting Policy, Seaford Park Primary School Professional Code of Conduct Policy, Child Safe Environments Policy and Procedures, Student Wellbeing Policy, Visitor & Volunteer Code of Conduct, Volunteer Policy.*

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

- 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)



- Playgroup members are welcome during playgroup hours
- 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 Seaford Park 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 the 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 name tag
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Statement of Values, Seaford Park Primary School's Codes of Conduct Policy, Seaford Park Primary School Professional Code of Conduct Policy, Duty of Care Policy and Procedures, Child Safety Reporting Obligations Policy and Procedures, Child Safe Environments Policy and Procedures, Mandatory Reporting Policy, Visitor & Volunteer Code of Conduct, Volunteers' Policy.
- Return to the office upon departure, sign out and return visitor's name tag.

Seaford Park 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 check 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 Seaford Park 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, Seaford Park 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, Seaford Park 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, Seaford Park Primary School will:



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- 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 pick ups 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 and induction process.

Related Policies and Resources

Statement of Values

Volunteers Policy

Seaford Park Primary School's Codes of Conduct Policy

Duty of Care Policy and Procedures

Mandatory Reporting Policy

Seaford Park Primary School Professional Code of Conduct Policy

Child Safe Environments Policy and Procedures

Student Wellbeing Policy

Visitor & Volunteer Code of Conduct

Child Safety Reporting Obligations Policy and Procedures

REVIEW PERIOD

This policy was last updated on March 2019 and is scheduled for review on March 2022.

Is the visitor/volunteer likely to have any contact with children while performing their work duties?

YES

NO

Suitable identification and screening checks, if any, relevant to the role should be undertaken and risks identified.**

What is the nature of the work/engagement?

Child-related work

Work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties.
(e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extra-curricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, Allied health/NDIS therapists, Departmental Staff who are working with children, SRI, Distance education)

A Working with Children Check is legally required.

Suitable identification checks relevant to the role should also be undertaken and risk identified**

**The Person is exempt from a Working with Children Check due to higher level of screening for their profession.*
(e.g. teachers, police officers)**

Suitable identification and screening checks relevant to the role should also be undertaken and risks identified**

NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

Child connected work

Work duties that only involve occasional direct or indirect contact with children that is incidental to the work.
(e.g. fete/fundraising activities, tradespeople, working bee, parents and friends clubs.)

Requiring a Working with Children Check is at the discretion of the school principal.

Other suitability and identification checks, if any, relevant to the role should be undertaken and risks identified**

NOTE: A Working with Children check is recommended where the visitor/volunteer will regularly be present at the school and/or children can reasonably be expected to be present.