

## Visitors in Schools Policy

### Background

Huntingdale Primary School welcomes appropriate visitors into the school to enhance the teaching, learning, cultural and social programs of its students. The school recognizes that parents/guardians have an important role to play in their child's education and welcomes their input into their schooling. The school also aims to create strong partnerships with community services, schools, businesses and the wider community.

### Purpose

To ensure Huntingdale Primary School:

- Welcomes appropriate visitors into the school community.
- Effectively manages visitors on school premises.
- Ensure, as a minimum, a record of all visitors to the school is kept in the event of a school emergency or any future investigation.
- Complies with the Child Safe Standards.
- Complies with Department of Education and Training (DET) policies in regards to managing visitors in the school and the *Working With Children Act 2005*

### Implementation

- The Principal will have the overall responsibility of overseeing the implementation of this policy and will delegate responsibilities to suitably qualified staff.

### Types of Visitors

Typical visitors to schools may include, but are not limited to:

- Prospective parents and employees
  - Those who are addressing a learning or developmental need, such as: parent and community volunteers, invited speakers, sessional instructors, representatives of community, business and service groups, local members of the State and Commonwealth Parliaments
  - Those who are conducting business such as uniform suppliers, booksellers, official school photographer, commercial salespeople, trades people, children's services agents, talent scouts
  - Other visitors may include Department of Health and Human Services Child Protection Workers, and Victoria Police, persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).
- Visitors should be discussed with the Principal or Assistant Principal for approval.



- All planned visitors should be related to teaching/learning in the school. Other considerations include:
  - **Safety**- of students and staff, the potential risks posed by visitors
  - **Purpose**- potential benefits to students and whether it builds on their content and knowledge, whether it is relevant for the age group, is consistent with the values of public education, the potential for a visitor to cause controversy and whether a distinction should be made between the protocols applying to community-based, not-for-profit groups and visitors with commercial, advertising or marketing purpose.
  - **Educational Merit**- whether it is consistent with curriculum objectives, the level of disruption to the functioning of the school in relation to the potential benefit for students and the appropriate use of DET resources including teacher time.
  - **Legal Requirements**- DET policies relating to privacy, photographing of students, mandatory reporting, child safety, notification to parents and whether parental permission is needed.
  - **Child Safe Standards**- all visitors must comply with these standards, including the Code of Conduct.
  - **School Culture**- to extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, the ability to brief presenters about the nature of the school and its community and respect the range of views held by students and their families.
- All planned visits will also be included on the school calendar.

#### Qualifications and Induction

- All visitors should have a Working With Children Check.
- The school will offer a 'Parents as Partners' information session in Term One so parents understand their role in the classroom which may be repeated in Term Three if the need arises.
- Detailed induction packs are available for parents, student teachers and assistants.
- The Assistant Principal or Office Manager will complete the Occupational Health and Safety Induction for visitors.

#### Procedures & Record Keeping of Visitors

- All visitors must report to the school office.
- The Office Manager will check identification of visitors (e.g. Police, Work Cover etc.)
- On arrival visitors will use the TiqBiz sign in system and be issued with a visitor's pass. The visitors pass has basic OHS information about the school.
- On departure they must return to the school office to sign out using the TiqBiz system and return their visitors pass.
- A list of regular parent helpers in the school will be developed and passed at School Council at one of its meetings in the first three months of the school year.
- As part of the Victorian Qualifications and Registration Authority (VRQA) the school will also keep a detailed list of Parent Helpers with copies of their Working With Children Check.

#### Talent Scouts

- A range of talent scouts may be approved by the Principal to visit the school if it is consistent with DET and school values.
- This could include children's choirs, orchestras, drama groups, sporting associations, film companies looking for groups of 'extras' or undertaking individual castings or modelling agencies.
- The Principal will determine:



- If it prefers talent agencies to contact parents/guardians privately outside of school hours or supports working within school hours (e.g. choir auditions) and negotiating convenient times to work.
- The relevant year level/s being targeted.
- How to provide information to parents/guardians about such visits and whether independent contact can be made by parents.
- Use of facilities
- Planning sessions with approved organisations for interested students accompanied by their parents/guardians, using school facilities and outside of school hours.  
(Note: If after-hours auditions on school property are preferred, school councils will also need to consider whether a fee for the use of facilities would be appropriate.)

**Evaluation**

This policy will be reviewed as part of the school’s 3 year cycle or as needed to comply with DET policy changes.

**Document Status**

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
September 2016	15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2019