

## Visitors 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.



### Help for non-English speakers

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

### Purpose

To ensure:

- The school provides a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors.
- Welcomes appropriate visitors into the school community.
- Complies with the Child Safe Standards.
- Complies with Department of Education and Training (DET) policies in regard to managing visitors in the school.
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

### Implementation

- The principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff.
- This policy applies to any visitors who may attend school grounds when the school is open between the hours of 8.30am- 4.00pm including parents and contractors.
- Outside of these times, the front office is not staffed. The only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Team Kids, school events such as parent teacher interviews, concerts, sport or 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.
- Huntingdale 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 *Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Volunteers Policy and Statement of School Values and Philosophy*.



- From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:
  - Parents
  - Volunteers
  - Prospective parents, students and employees
  - Invited speakers, sessional instructors and others addressing learning and development
  - Public officials (e.g., Members of Parliament, local councillors)
  - Persons conducting business e.g., uniform suppliers, booksellers, official school photographers, commercial salespeople
  - Tradespeople
  - Children's services agencies
  - Talent scouts
  - Department of Families, Fairness and Housing workers
  - Victoria Police
  - Persons authorised to enter school premises (e.g., 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 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 using our online system
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy
- Wear a visitor's tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure and sign out

The school will ensure that the Child Safety Code of Conduct is available and visible to visitors when they sign in.

### **COVID-19 vaccination information**

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations. For further information, refer to: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

### **Working with Children Clearance and other suitability checks**

- For Working with Children (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 below) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.



- *Child-related work*: As defined by the *Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.
- In some circumstances, visitors 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, the 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, the 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, Huntingdale 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 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.
- Visitors should be discussed with the Principal or Assistant Principal for approval.
- Planned visitors should be related to teaching/learning in the school.



### 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 (e.g., 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.

### Evaluation

The principal is responsible for reviewing and updating this policy at least every two years. The review will include input from students, parents/carers and the school community.

### Document Status

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