



**This policy has been developed by members of School Council.  
This includes both parent and DET representatives.**

### **RATIONALE**

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

### **AIMS**

To establish protocols and procedures that effectively encourages, monitors and manages visitors, whilst maintaining the open and inviting nature of the school.

To provide a safe and secure environment for our students, staff, parents/guardians and visitors.

To provide a framework that complies with DET policy and guidelines for visitors in schools.

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

### **TYPES OF VISITORS**

Visitors to the school are defined as all people entering school grounds during school hours 9.00am to 3.30pm 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.

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
- talent scouts



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- 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 officers).

### **DUTY OF CARE**

Our school will 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, our 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.

### **APPROVALS**

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 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 (apart from Special Religious Instruction, delivered in accordance with the *Education and Training Reform Act 2006* (Vic), Ministerial Direction 141 and policy);
- 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 will 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**



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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. They are required to sign a Visitors Book and will be assigned a "Visitor" badge which they must wear at all times within the school.
- at the end of their visit, to return their badge and sign out in the Visitors Book.

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

Visitors will be provided with directions, and made aware of any construction works etc. that may impact upon their safety or comfort (see Appendix A).

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and Skoolbag app.

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.

### **REFERENCES**

DET School Policy & Advisory Guide (Visitors)

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

### **EVALUATION & REVIEW**

The Greenhills Primary School Visitors Policy will be reviewed **annually** or more often if necessary due to changes in regulations or circumstances as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

## **APPENDIX A**



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### Visitor Health & Safety Alert

**Date:**



**Playground construction works are in progress within the Prep Playground Area.**

**Please observe safety signage and exclusion zones.**



**Construction Works are currently in progress within the Gymnasium Toilets.**

**Please follow modified access pathways and safety signage.**



**Maintenance works are scheduled to occur on the roof of the Library Building. Please observe works exclusion zones.**



**This is a strictly No Smoking Premises.**



**Please report any accidents or incidents to the office.**



**In the event of an Emergency Evacuation, please follow the directions of the supervising teacher / school representative.**