

VISITORS

RATIONALE:-

Ashby Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time Ashby Primary School recognises Duty of Care, ensuring a safe environment for students and staff, and the responsibility to protect and preserve the school's resources against theft, vandalism and misuse.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.30am and 4.30pm where children are likely to be present at our school, including before and after school 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 dropping off or picking up students from Outside School Hours Care, 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.

GUIDELINES:-

- To provide a safe and secure environment for Ashby Primary School's students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of Ashby Primary School.

IMPLEMENTATION:-

- Actively encourage an inviting and open school, while keeping as a highest priority the safety of students, staff and resources.
- Visitors, other than emergency services or various emergency children's service agencies are required to make prior appointments or arrangements to be approved to visit the school.
- Comfortable and non-intimidating interviewing spaces will be made available for visitors requiring private consultation.
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact on their safety or comfort.
- The process for managing and monitoring visitors (including volunteers) will be regularly published in the school newsletter and available at Administration Office.
- Visitors within the school who have failed to follow the sign in process will be redirected to the school office by a staff member, where the issue will be resolved.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- Under the Summary Offences Act 1966, the Principal may order persons to leave the school, orally or in writing. If the person refuses to leave the school premises after receiving the warning, staff should contact Victoria Police for further assistance.
- 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 appropriately catered for.

POLICY:

Ashby 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.



Ashby 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 *TERRI Values*, *Child Safe Policy* and *Child Safe Code of Conduct*.

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 (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
- Department of Health and Human Services 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 PROCEDURES:

All visitors to Ashby Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Use COMPASS Kiosk to record their name, mobile phone number and person they are visiting.
- Produce their valid Working with Children Check where required by this policy (see below).
- Always wear a visitor's lanyard.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct.
- Always adhere to school TERRI values.
- Return to the office upon departure, sign out and return visitor's lanyard/name tag.

Ashby Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available 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 below) must have a valid WWC Check.

In some circumstances, visitors to Ashby Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the circumstances of their visit. For example, Ashby 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, Ashby 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, Ashby Primary School 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 is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). 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.

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.

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.

EVALUATION:-

This policy will be reviewed as part of the school's four-year review cycle or more often if needed due to changes in regulations or circumstances.

CERTIFICATION

The policy was ratified at the School Council meeting held at Ashby Primary School on the October 10, 2019 day of review 2023.