

# St. Albans Primary School

## VISITORS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact [insert school contact details].

### PURPOSE

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

### SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for between the hours of 7:30am to 4:30pm. 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 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.

### POLICY

### 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.

St Albans 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.

St Albans 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 and School Philosophy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Volunteers Policy and Duty of Care 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 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 to St Albans 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 on the Xuno App.
- 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 lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Bullying Policy,
- Return to the office upon departure, sign out and return visitor’s lanyard
- St Albans 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
- 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
- Visitors participating in Community Hub activities will sign in at the Community Hub.

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

All visitors who are engaged in **child-related work** (see definition above) 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.

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.

In some circumstances, visitors to St Albans 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. St Albans 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.

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, St Albans 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,

St Albans 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). 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**

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.

### **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.

## **RELATED INFORMATION AND RESOURCES**

- [Volunteers Policy](#)
- [Child Safety Reporting Policy & Procedures](#)

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February, 2023
Consultation	School Council February, 2023
Approved by	Principal
Next scheduled review date	February 2025