



Visitors Policy Draft

Endorsed by School Council: July 2020

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing policy and processes to monitor and manage Visitors to New Gisborne Primary School (“NGPS”).

SCOPE

This policy applies to any Visitors who may attend school grounds when the school is officially staffed between the hours of 8.30am and 4.30pm.

This policy needs to be read in conjunction with the school’s COVID-19 Term 3 Policy. Under current COVID-19 restrictions, the only Visitors permitted on school grounds are parents / carers or their delegates 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, are also included in this 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.

POLICY

New Gisborne 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, other schools, and organisations.

New Gisborne 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 Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct* and *Traffic Management Plan*.

From time to time, different members of the public may visit our school. Visitors (“Visitors”) may include, but 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

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- 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 and other emergency services representatives
- 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 New Gisborne Primary School are required to report to the school office on arrival, entering the school via the main entry on Station Road. Visitors must:

- Record their name, date, time of visit and purpose of visit on our electronic Visitor/Contractor Register, Compass Kiosk.
- Provide proof of identification to office staff upon request
- Provide proof of profession / qualification, when attending school under the auspices or authority as such
- Produce their valid Working with Children Check where required by this policy (see below)
- Always wear a Visitor’s lanyard/name tag
- 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, Workplace Bullying Policy, etc.
- Return to the office upon departure, sign out and return Visitor’s lanyard.

New Gisborne Primary School staff 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 on Compass Kiosk.

Visitor requiring Working with Children Check certification and card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parent/carers and other volunteers working with students please see our Volunteers Policy.

All Visitors to New Gisborne Primary School who are engaged in ‘**Child-related Work**’ (see definition above) must have a valid WWC Check.

In some circumstances, Visitors to New Gisborne Primary School who are **not** engaged in Child-related Work will also be required to produce a valid WWC Check certification / card depending on the particular circumstances of their visit. For example, New Gisborne 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. ‘Regularly’ and the need of WWC Check to be at the determination of the Principal.
- **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.

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Further background checks, including references, may also be requested at the discretion of the Principal.

It is New Gisborne Primary School's requirement that all Visitors (including parents / carers) who attend the school to help with various programs, classroom reading, kitchen garden, in the canteen, on school excursions and camps, etc. have a current WWC Check which has been presented to, and recorded by, the school.

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.

Visitors as Invited Speakers / Presenters

On occasion, New Gisborne 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, New Gisborne 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.

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.

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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.

REVIEW PERIOD

This policy was last updated in July 2020 and is scheduled for review in 2023.

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