



# VISITORS POLICY

## PURPOSE

The purpose of this policy is to provide a safe and secure environment for our students, staff and resources by establishing guidelines and procedures in relation to visitors to the school that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of the school.

The school, as part of the wider community, seeks to provide an open and friendly learning environment where appropriate visitors are valued and their presence is actively encouraged. At the same time we recognise our duty of care to ensure a safe environment for our students and staff and our responsibility to protect our resources against theft, vandalism and misuse.

## SCOPE

**Visitors** to the school are defined as all people entering school grounds during school hours (8.30am-3.45pm) 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 eg 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
- external welfare and allied health professionals
- talent scouts

## POLICY IMPLEMENTATION

At Eltham Primary School we aim to:

- Provide a safe and secure environment for our students, staff and resources.
- Establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inclusive nature of our school.

## DUTY OF CARE

The school has a duty of care to appropriately supervise students.

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 during these sessions and when working with students. This is to ensure that the content delivered by the visitor is suitable for students and that students are not left unsupervised with visitors to the school.

On the basis that schools are not public places, but are institutions for learning in the spirit of public education, 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 purpose and the benefit to be derived by the students from the visit, specifically:

- the educational merit of the visit;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education; and the potential for the visitor to cause controversy within the school or broader community

All visitors are required to report to the administration office prior to undertaking any activity within the schools. 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, visitors must report to the administration office to return their badge and sign out in the Visitors Book.

This process will be published in school communications and will be displayed at all school entrances.

All visitors are required to comply with the schools Statement of Values and/or code of conduct. Visitors who fail to follow directions will be directed to the Administration Office and/or escorted from the premises.

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.

1. The Principal has operational responsibility in relation to the visitors who are allowed into Eltham Primary School, for what purpose and on what conditions. All visitors to school are there at the discretion of the Principal.
2. All visitors during school hours are required to register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date, times and purpose of the visit. They will be given a visitors badge and must wear it for the duration of the visit. A visitor not wearing a current badge may be questioned as to the reason for their presence by staff, students or parents. They may be escorted to the office to sign in and obtain a current visitors badge.
3. Parents or guardians picking up children early are required to sign in and out in the student late arrivals/early dismissal book.
4. In the event of an emergency, while they are on school grounds, visitors will follow instructions given by any member of school staff.
5. When visiting a classroom, parents accept the authority of the teacher and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity.
6. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a current Working with Children Check. All visitors to the school, having direct contact with children, will be required to possess a Working with Children Check (WWCC). A register of WWCC is maintained by the school and is kept in the office.
7. Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
8. Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to the event that visitors will be taking photographs.

## FURTHER INFORMATION AND RESOURCES

Related School Policies

Related DET Resources

## REVIEW CYCLE

| THIS VERSION<br>FIRST ISSUED | LAST UPDATED | STATUS   | DUE FOR REVIEW |
|------------------------------|--------------|--|----------------|
| 2018                         | 2018         | This policy will be reviewed annually or as necessary due to changes in regulations or circumstances | 2021           |