



## Visitors Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school Principal.

### PURPOSE

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

### SCOPE

This policy applies to any visitors who may attend the school grounds between the hours of 7.00am and 6.00pm. Our front office is staffed between 8am and 4.30pm, during school terms. 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, Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities. Community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours are also permitted.

### 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 direct contact with children that is incidental to the work.

### POLICY

Leopold 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.

Leopold 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 Safe Code of Conduct and Volunteers 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: uniform suppliers, 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 (eg 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 Leopold Primary School are required to report to the school office on arrival. (See exceptions below in relation to parents/carers). Clear directions to the office are placed strategically around the school. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit on the Compass Kiosk and retain the register ticket whilst on site
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Clearance where required by this policy (see below)
- 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, Respect for School Staff, Statement of Values etc
- Return to the office upon departure, sign out.

Leopold 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.

## Working with Children Clearance and other suitability checks

For Working with Children Check (WWC 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 above) must have a valid WWC Check. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Leopold 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. For example, Leopold 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 unsupervised work at the school during school hours or any other time where children are present. 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, Leopold 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, Leopold 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 objective
- 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.

## 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook

## POLICY REVIEW AND APPROVAL

This policy will be reviewed bi-annually.

Signed: 

**School Council President – Ramona Browne**

Signed: 

**School Council Executive Officer (Principal) – Stuart Bott**

Consultation: School Council Meeting School Community via Compass Newsfeed – Google Form	20 <sup>th</sup> June 2023 8 <sup>th</sup> May 2023
This policy was last updated by School Council on:	20 <sup>th</sup> June 2023
This policy is scheduled for review by School Council in:	June 2025