Phone: 03 9308 3133 Fax 03 9308 1279 102 Hothlyn Drive, Craigleburn Vic 3064 craigleburn south ps@edumail.vic.gov.au www.craigsth.vic.edu.au

Respect • Personal Excellence • Inclusion & Cooperation • Honesty & Trust

SCHOOL VISITORS POLICY

Rationale

Craigieburn South 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

Visitors are defined as all people other than:

- staff members
- students at Craigieburn Education Complex, which includes Craigieburn South Primary School and Craigieburn Secondary College
- parents/guardians involved in the task of delivering or collecting children at the start or end of the school day

Scope

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:45am – 3:45pm. Outside of these times, only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students, 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.

Aim

To provide a safe and secure environment for our students, staff and resources. To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of the school.

Definition

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.

Implementation

Craigieburn South 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.

Craigieburn South 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, Child Safe Policy and Statement of Commitment to Child Safety, 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:

- o Parents
- o Volunteers see our school's Volunteers Policy for more information
- o Prospective parents, students and employees
- o 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
- Department of Health and Human Services workers
- Victoria Police

- o Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- o Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners
- All visitors, including Volunteers, will be required to report to the School General Office prior to undertaking any activity within the school, where they will be required to sign a Visitors book and will be assigned Visitors badge, which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out in the Visitors book
- Craigieburn South Primary School ensures that our school's Child Safety Code of Conduct /Child Safety Statement of Commitment are available and visible to visitors when they sign in.
- Visitors are also expected:
 - o to be outstanding role models for all students
 - o to work under the professional direction of staff, following school policies
 - o to speak in a kind and friendly way to all students and staff
 - o to maintain confidentiality
 - o to report any issues of concern to teachers (and not directly intervene)
 - o to keep a safe and professional distance from all students
 - Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds
- Maintenance contractors will be required to present identification (including Working With Children Check) and complete necessary paper work in relation to the work at the school
- All visitors who are engaged in child-related work (see definition above) will be required to present a satisfactory
 'Working With Children Check' card. The card MUST be current, sighted and copied for the office register.(see
 below)
- 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.
- The Principal / Assistant 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
- 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
- School leadership will ensure that proposed visitations through in school activities:
 - o clearly serves an educational purpose and is consistent with curriculum objectives
 - o is appropriate for children or young people in the relevant age group
 - o is consistent with the values of state education
- The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions.
- If in doubt, Principals should consult with the Regional Office and seek advice from the Legal Services Branch.
- Unauthorised visitors
 - Visitors who are not listed on school records and who wish to see a student will not be given access to them.
 The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds
 - Under the Summary Offence 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's boundaries outside school operating hours

Risk Management

- Visitors entering the school will be provided with directions if required, and made aware of any construction works, which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the teacher in charge of organising the visit will provide this advice
- The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately

EVALUATION

This policy will be reviewed every 3 years as per DET requirements

This policy was ratified by School Council in 2019

The policy will be reviewed in 2022