



# Visitors Policy

## RATIONALE

Knox Park 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.

Knox Park 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, Statement of Commitment to Child Safety, and 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:

- Parents/Carers
- Prospective parents, students and employees
- Invited speakers
- Members of Parliament
- Uniform suppliers
- Official school photographers
- Commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Other Department of Education and Training staff or contractors

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.30am-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 Outside School Hours Care, or school events such as parent teacher interviews, concerts, sport or other school activities.

*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.

## AIM

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

## IMPLEMENTATION

This policy will be circulated to all school staff and will be made available in our Staff Handbook/Manual and included in induction processes, particularly for all staff working in the administration team responsible for authorising entry to the school premises and requiring any relevant suitability checks (eg proof of ID, Working with Children Checks).

All staff are expected to approach any member of the public that is present in school grounds during school hours and ask them to sign in at the office.

## Sign in procedure

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Department policy requires that all schools, at a minimum, maintain a register of visitors who enter and exit school grounds. All visitors to Knox Park Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers).

Visitors must:

- Provide proof of identification to office staff upon request
- Record their name, signature, date and time of visit and purpose of visit in the Visitors book
- Produce their valid Working with Children Check where required by this policy
- 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, and Statement of Values.
- Return to the office upon departure to sign out

Knox Park Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available to visitors when they sign in.

### Invited speakers and presenters

On occasion, Knox Park 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, Knox Park 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 (apart from the provision of Special Religious Instruction) 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/Carer 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 phone 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. Parents are requested not to attend the classroom unless arrangements with the office have been made. The school will arrange for the student to meet their parent/carers at the office, where possible, to avoid disruption to the classroom.

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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 (eg parent teacher interviews, grandparent mornings, concerts, assemblies etc), are required to sign in as a visitor at the school office.

## 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.

## Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability 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.

In some circumstances, visitors to Knox Park 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, Knox Park Primary School will require a valid WWC Check for:

- any visitors who will be working directly with children during the time they are visiting, even though direct contact with children is not a central part of their normal duties (eg visiting guest speakers and presenters who are conducting classroom activities and workshops etc with students).
- any visitors or contractors such as tradespeople who will be performing work at the school.

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 (eg a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by the Principal or nominated staff member during their visit (eg 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.

## RELATED POLICIES AND RESOURCES

- Statement of Values
- Volunteers Policy
- Statement of Commitment to Child Safety/Child Safety policy
- Child Safety Code of Conduct

## EVALUATION

This policy was last reviewed in October 2018 and is scheduled for review in 2021.

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