

## Visitors Policy

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### Purpose

To provide a safe and secure environment for students and staff.  
To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of the school.

### Policy statement

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

All visitors including volunteers, parents/carers or those acting in their capacity as parents/carers who are required to enter the school throughout the day must present to the main office and will be directed by a staff member to sign in to the visitors register.

### Duty of care

Principals and teachers have duty of care to their students. The duty requires principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

**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.**

Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is generally a working with children check (WWC Check). However if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption.

### Types of Visitors

A range of people are visitors to schools and could include but are not limited to:

- parents/carers who need to drop off or pick up students
- prospective parents and prospective employees
- invited speakers e.g. incursion presenters
- sessional instructors
- representatives of community, business and service groups
- commercial salespeople
- trades people
- children's services agents

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

## **Permission to be on the premises**

On the basis that schools are not public places, but are public educational institutions, 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 suitability, purpose and the benefit provided to the students and staff from the visit

## **Implementation**

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.

All visitors are required to report to the administration office prior to undertaking any activity within the school. They are required to sign in at the main office and will be assigned a "Visitor" or "Contractor" lanyard displaying their current WWCC which must be worn at all times within the school. At the end of their visit, visitors must return their lanyard and sign out at the main office. All visitors are required to comply with the schools Statement of Values.

Visitors who fail to follow directions will be directed to the Administration Office.

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.

**EVALUATION:** This policy was updated in September 2020 and will be reviewed annually.