

1. Rationale:

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.45am and 3.45pm. Outside of these times, our front office is not staffed and this policy does not apply.

2. Aims:

In line with the Department of Education and Training (DET), we recognise that high levels of parental involvement in schools and strong communities are critical to students' development and learning. Parents and families are valued partners in their children's development and learning and we aim to create strong partnerships between community services, schools, the broader community and business. At Greenvale Primary School we seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

3. Implementation:

- 3.1 Visitors are defined as all people other than staff members, students, parents/guardians involved in the task of delivering or collecting children at the start or end of the school day or school community members attending special school events such as the Art Show, Writers' Festival, Carols, sporting events. These may typically include parent or community volunteers; invited speakers; sessional instructors; representatives of community; business and service groups; prospective parents and employees and local members of the State and Commonwealth Parliaments. Others, including employees of relevant children's services agencies; external providers; trades people; talent scouts for sporting and arts organisations; official photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in schools from time to time over the school year.
- 3.2 All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign in on the school app - Passtab. This will include recording their name, signing and recording the date and times and purpose of the visit. Visitors will also be required to sign the Child Safety Code of Conduct when signing in. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.
- 3.3 After signing in, they will be assigned a Visitor's Badge which they must wear at all times within the school.
- 3.4 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 on Passtab.
- 3.5 Visitors must meet the requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers who need to have a *Working with Children Check* (See *Working with Children Check Policy*).
- 3.6 Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
- 3.7 Contractors providing a maintenance service for the school will be inducted and need to provide relevant insurance documentation.
- 3.8 The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and will appear at all school entrances.
- 3.9 Visitors within the school who have failed to follow this process will be reminded to do so.
- 3.10 Under the Summary Offences Act 1966 and subsequent amendments, 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 boundaries outside school operating hours.
- 3.11 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.
- 3.12 Parents/carers will be notified if their child will be participating in any activity delivered by a visitor e.g. incursion, guest speaker.
- 3.13 Supervision deemed necessary will be provided for visitors who are not DET employees and have 'direct contact' with our students.

- 3.14 Visiting Speakers: the school will ensure that the content of presentations and addresses will make a positive contribution to the development of student's knowledge and understanding. Where initiatives involve external presenters speaking on controversial matters, invitations should generally come from the school, in accordance with its educational program and not from groups wishing to use the school as a forum to advance their causes. Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after a suitable investigation (due diligence) has been conducted.
- 3.15 Talent Scouts: From time to time, individuals, agents or representatives approach certain schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities. The school, with parental permission, will facilitate contact with students by any or all of the potential range of organisations or individuals; including children's choirs, orchestras and drama groups, sporting associations, film companies looking for groups of 'extras' or undertaking individual casting and modelling agencies.

4. Policy Review:

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

Policy last reviewed	December 2024
Approved by	Principal
Next scheduled review date	December 2026 (2 year cycle)

References and Related Documents:

- *School Policy Advisory Library (PAL) – Visitors to schools*
<https://www2.education.vic.gov.au/pal/visitors/policy>