



## Visitors Policy

### Rationale

This policy exists to provide a framework for school visitors that provide a safe environment for students.

### Purpose

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

### Scope

This policy applies to any visitors who may attend school grounds when the school is open. The school's office is only staffed between 8:30 – 4:30pm during school term.

Outside normal school hours of operation, the only visitors permitted on school grounds are trades people doing facilities and maintenance work under the supervision of principal class or School Council; special guest visitors approved by Principal class members; and parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care or attending school events.

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

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Rosanna Golf Links 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.

The principal has the authority to permit or deny entry to school grounds, and encourages visitors to familiarise themselves with our school's Statement of Values, Child Safe Policy, 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:

- 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
- Instructors providing Special Religious Instruction (SRI)
- Tradespeople
- Children's services agencies or Department of Health and Human Services workers

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- 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 Rosanna Golf Links Primary School during normal school hours (8:30 – 4:30pm) are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's name tag at all times if they are an unknown or irregular visitor to the school (eg trades person, Human Services Worker, journalist)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies eg: 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 and return any visitor's name tag provided

Rosanna Golf Links 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.

### 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 Rosanna Golf Links 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, Rosanna Golf Links 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

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

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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, Rosanna Golf Links 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, Rosanna Golf Links 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.

### 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.

### Management and Supervision

Visitors will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's Statement of Commitment to Child Safety, our Community Code of Conduct and our Child Safety Code of Conduct.

The principal has the discretion to make a decision about the ongoing suitability of a visitor and may determine at any time whether or not a person is suitable to be on site.

RGLPS will provide any appropriate induction and/or training for all visitors. The principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

### Related Policies and Resources

To be read in conjunction with:



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- Statement of Values and School Philosophy
- Volunteer Policy
- Statement of Commitment to Child Safety/Child Safe Policy
- Child Safety Code of Conduct
- Working with Children and Suitability Checks

### Review

This policy is to be reviewed every 3-4 years as part of the school's policy review process.