

# Visitors Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Pakenham Primary School on 03 5918 3900 or [pakenham.ps@education.vic.gov.au](mailto:pakenham.ps@education.vic.gov.au).

## Purpose

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

## Scope

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:30pm, and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed, and this policy does not apply.

## Definitions

*Child-related work:* As defined by the [Worker Screening Act 2020](#) (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 direct contact with children that is incidental to the work.

## Policy

Pakenham 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.

Pakenham 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 and School Philosophy, Child Safety and Wellbeing Policy, Child Safe Code of Conduct and Volunteers Policy.

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
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- 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

### 1. Sign in procedure

All visitors to our School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Sign in electronically using the Compass tablet providing all information correctly
- 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 badge at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return the visitor's badge.

Pakenham Primary School will ensure that our school's Child Safety Code of Conduct is available to visitors when they sign in.

### 2. Working with Children Clearance and other suitability checks

In some circumstances, visitors to our school who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, we will require a valid WWC clearance 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 unsupervised work at the school during school hours where children are present.
- 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 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 Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

### 3. Invited speakers and presenters

On occasion, Pakenham Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, we 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 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:

- o elected government
- o the rule of law
- o equal rights for all before the law
- o freedom of religion, speech and association
- o the values of openness and tolerance
- o respect the range of views held by students and their families.

#### 4. Parent 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 call 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.

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, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the principal are not permitted to visit the school. Our school maintains a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

#### 5. 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.

### Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed at staff briefings or meetings, as required
- Included in induction sessions for new staff
- Hard copy available from school administration upon request

### Further information and resources

See other related Pakenham Primary School policies including:



- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Inclusion and Diversity Policy

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

### Policy review and approval

This policy will be reviewed every 2 years by the School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

School Council President	School Principal
Name: Travis Mether	Name: Gail Butterworth
Signed: 	Signed: 

Visitors Policy	
Approval Date	September 3rd, 2024
Next Scheduled Review Date	September, 2026

Version	Date	Modification	Consultation	Modified By
Draft	July 2018	Modified for Pakenham PS context		Gail Butterworth
Version 1	June 2020	Changed to Pakenham PS template Approved by School Council		Rachael Kimber
Version 2	June 2022	Changes made based on compliance to Ministerial Order 1359 (commencing 1 July 2022)		Rachael Kimber
Version 3	September 2024	Updated based on the newest template for compliance with Child Safe Standards. Changes include: <ul style="list-style-type: none"> <li>• adding contact details to the first section</li> <li>• altering the Policy review section to ensure compliance</li> <li>• Changed the 'Scope' to be more concise as per new template</li> </ul>	School Council: September 3rd, 2024  Community consultation through Compass Post: September, 2024	Rachael Kimber

Version 3

School Council approved this policy on: September 3rd, 2024

		<ul style="list-style-type: none"><li>Removed the 'Covid19' section</li></ul>		
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