



Bungaree Primary School Visitors to School Policy

Purpose

Bungaree Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to our school. At the same time it has the responsibility to ensure the safety of all students and staff, and it is essential that there are procedures in place to ensure the school knows who is on the premises at any time, and that these people are immediately recognisable for the safety of our students, staff and the visitors themselves. This policy ensures that Bungaree Primary School effectively manages visitors to the school.

Rationale

To increase experience of the cultural and social features of the community, Bungaree Primary School encourages:

- ensuring parents/guardians partner in their children's development
- creating strong partnerships with community services, schools, businesses and the wider community.

Types of Visitors

Visitors to schools may include, but are not limited to:

- parents, carers and extended families; and prospective parents and employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- trades people
- children's services agents
- talent scouts
- instructors providing Special Religious Instruction.

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers). In such cases, the Principal will ensure:
 - the process for checking the identification and authorisation of such persons
 - the process for recording their attendance
 - who should facilitate their entry on to the school premises in a manner consistent with the authorisation.

Implementation

The Principal will:

- implement Department and school level policies and procedures
- be responsible for visitors allowed into school
- ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- ensure that visitors where required have the appropriate approvals to work with children

- ensure that any programs or content delivered by visitors (other than Special Religious Instruction) complies with the requirement that education in Victorian government schools is secular
- ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - freedom of speech and association
 - the values of openness and tolerance.

Procedures

Bungaree Primary School will:

- require all visitors arriving and departing during school hours to use a visitors book to record their name, signature, the date and time, and the purpose of the visit, and to wear a badge or lanyard noting their visitor status.
- include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. 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 support their claim to an exemption.
- ensure that any 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).
- ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

Considerations for Visitor Entry

The Principal will consider the following points when permitting visitors to the school:

Safety needs	<ul style="list-style-type: none"> • schools are not public places • the safety of students and staff • potential risks posed by visitors • the requirements for paid or volunteer workers to have a Working with Children Check.
Visitor purpose	<ul style="list-style-type: none"> • categories of visitors that will be allowed into the school and on what conditions • potential benefits of different types of visits • whether the proposed visit is appropriate for young people (in the relevant age group) • whether the proposed visit, programs or content to be delivered is consistent with the values of public education, Department policies and the <i>Education and Training Reform Act 2006 (Vic)</i> • whether a distinction should be made between the protocols applying to: <ul style="list-style-type: none"> • community-based, not-for-profit groups • visitors with commercial, advertising or marketing purpose • the potential for a visitor or the content of their program/presentation to cause controversy within the school or broader community.
Educational merit	<ul style="list-style-type: none"> • whether the proposed visit is: <ul style="list-style-type: none"> • for an educational purpose • consistent with curriculum objectives • the reorganisation of school programs or routines required in relation to the potential benefits to the students • the appropriate use of Department resources, including teachers' time.
Legal requirements	<ul style="list-style-type: none"> • legal considerations and Department policies concerning: <ul style="list-style-type: none"> • privacy • photographing of students

	<ul style="list-style-type: none"> • mandatory reporting • Children First - promoting and protecting the rights and well-being of children. • delivery of Special Religious Instruction.
Working With Children Check	<ul style="list-style-type: none"> • the suitability of visitors who will be in a location where children move freely about, learn and play • whether an exemption to the Working With Children Check applies to a visitor • the evidence provided by the visitor to support their exemption due to their occupation.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Reference

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>