



## TRARALGON SOUTH PRIMARY SCHOOL

### VISITORS POLICY



#### Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5195 5244.

#### PURPOSE:

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Traralgon South 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 8am to 4pm, including parents/carers, contractors, and others. Outside of these times, our General 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 contact with children that is incidental to the work.

#### POLICY:

1. Traralgon South 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.
2. Traralgon South 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 policies.
3. From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:
  - a. Parents;
  - b. Volunteers – see our school's Volunteer Policy for more information;
  - c. Prospective parents, students and employees;

- d. Invited speakers, sessional instructors and others addressing learning and development;
- e. Public officials (e.g.) Members of Parliament or local councillors;
- f. Persons conducting business (e.g.) uniform suppliers, booksellers, official school photographers, or commercial salespeople;
- g. Tradespeople;
- h. Children's services agencies;
- i. Talent scouts;
- j. Department of Families, Fairness and Housing workers;
- k. Victoria Police;
- l. Persons authorised to enter school premises (e.g.) Worksafe inspectors, health officers, etc.;
- m. Other Department of Education and Training (DET) staff, including allied health staff, or contractors;
- n. NDIS therapists or other allied health or health practitioners.

#### 4. Sign in Procedure:

- a. All visitors to Traralgon South Primary School are required to report to the General Office on arrival (see exceptions below in relation to parents/carers). Visitors must:
  - i. Record their name, signature, date, time of visit and purpose of visit in our Visitors Book.
  - ii. Provide proof of identification to office staff upon request.
  - iii. Produce their valid Working with Children Clearance (WWCC) where required by this policy (see below).
  - iv. Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds.
  - v. Return to the General Office upon departure and sign out.
- b. Traralgon South Primary School will ensure that any school policies, including those related to Child Safety, are made available to visitors when they sign in, upon request.

#### 5. Working With Children Clearance (WWCC) and other suitability checks:

- a. For WWCC and other suitability check requirements relating to parents/carers and other volunteers working with students, please see our Volunteers Policy.
- b. All visitors who are engaged in **child-related work** (see definition above) must have a valid WWCC. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.
- c. In some circumstances, visitors to Traralgon South Primary School who are not engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Traralgon South Primary School will require a valid WWCC for:
  - i. 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.

- ii. Visitors (e.g.) contractors, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the Principal.
- d. Visitors who will be working in areas away from students (e.g.) a visiting auditor who will be located in the General 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, or a prospective parent on a school tour, will not be required to have a WWCC.
- e. Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC but may be asked to verify that they are sworn officers by providing proof of identification.

## 6. Invited Speakers and Presenters:

- a. On occasion, Traralgon South Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with DET requirements, Traralgon South Primary School will:
  - i. 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.
  - ii. 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:
    - 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.

## 7. Parent Visitors:

- a. 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 (e.g.) parent teacher interviews, concerts, assemblies, etc., are required to sign in as a visitor at the General Office.
- b. 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 and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other relevant information as required depending on the level of risk posed.

**8. Other Visitors:**

- a. All business operators, tradespeople and other visitors attending the school to conduct work must report to the General Office upon arrival for instruction and follow the sign in procedure outlined above.

**REVIEW CYCLE:**

This policy was last ratified by School Council on 8 May 2023 and is scheduled for review in May 2025.

Policy last reviewed	8 May 2023
Consultation	School Council on 8 May 2023
Approved by	Principal and School Council
Next scheduled review date	May 2025