

# VISITORS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

## PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Warringa Park School (inclusive of all campuses).

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school and increases experience of the cultural and social features of the community. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff.

## SCOPE

This policy applies to any visitors who may attend school grounds when the school (inclusive of all campuses) is open for instruction between the hours of 8.45am – 3.15pm. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are attending, dropping off or picking up students from school events such as arts festival, end of year celebrations, meeting with teachers, parent teacher interviews or other school activities.

## 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.

## POLICY

Warringa Park 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.

Warringa Park 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 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/guardians
- 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 (e.g., local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. 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

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Visitors within the school who have failed to follow the processes and procedures will be redirected to the office by a staff member, where the issue will be resolved.

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 has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

## Sign in procedure

All visitors to Warringa Park School 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 via our sign in desk located outside the office
- All tradespeople are required to sign the tradespeople's logbook
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including and not limited to Child Safety Code of Conduct, Statement of Values and School Philosophy Policy 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 visitor's access key set
- The above-mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances of all Warringa Park school campuses.

Warringa Park School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

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.

## COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

## Requirements for visitors to produce a valid Working with Children Clearance 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 Clearance.

In some circumstances, visitors to Warringa Park 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, Warringa Park School 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



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- **visitors (e.g. tradespeople)**, 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 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 Check, but may be asked to verify that they are sworn officers by providing proof of identification.

## Invited speakers and presenters

On occasion, Warringa Park 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, Warringa Park 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 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.

## Parent visitors

All parents or carers who visit our school during school hours, other than for the purposes of school pickups 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 school office.

## 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 induction processes for relevant staff
- included in our staff handbook/manual
- discussed in an annual staff briefing/meeting
- made available in hard copy from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):



# WARRINGA PARK SCHOOL

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [Sexual Harassment Policy](#)
- [Workplace Bullying Policy](#)
  
- Related Policies
  - Child Safety Code of Conduct
  - Child Safety and Wellbeing Policy
  - Child Safety Responding and Reporting Obligations Policy and Procedures
  - Child Safe Standards Risk Register
  - Student Wellbeing and Engagement Policy
  - Volunteers Policy
  - Statement of Values and School Philosophy

## REVIEW CYCLE

Policy last reviewed	June 2022
Consultation	June 2022
Approved by	Principal
Next scheduled review date	June 2024

