



KEILOR VIEWS PRIMARY

VISION • INTEGRITY • PRIDE

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 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 Keilor Views 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 3:05pm and when the office is staffed (8:30am to 4:00pm) to receive visitors at reception including parents and contractors. Outside of these times, our front office is not staffed and this policy does not apply.

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

Keilor Views Primary School strives to create an 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.

Keilor Views 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 Policy*, *Child Safety 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 (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

Sign in procedure

All visitors to Keilor Views Primary 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 on Xuno sign in desk
- 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 lanyard
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including:
 - Child Safety Code of Conduct
 - Respect for School Staff
 - Statement of Values and School Philosophy
 - Sexual Harassment Policy
 - Workplace Bullying Policy,
- Return to the office upon departure, sign out on Xuno sign out desk and return visitor’s lanyard/name tag

Keilor Views Primary School will ensure that our school’s Child Safety Code of Conduct are available and visible to visitors when they sign in.

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 vaccination.

For further information, refer to:

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

Working with Children Clearance

The [Worker Screening Act 2020 \(Vic\)](#), requires all people engaged in ‘child-related’ work (see definition on this template), to hold a WWC Clearance.

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

[<https://www.education.vic.gov.au/Documents/school/Principals/spag/community/WWCCflowchart.pdf>].

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance.

In some circumstances, visitors to Example 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. Keilor Views Primary 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
- **visitors such as 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.

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, Keilor Views 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, Keilor Views 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 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 for the range of views held by students and their families.

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 such as parent teacher interviews, concerts, assemblies 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 and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

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 and XUNO
- 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

RELATED POLICIES AND RESOURCES

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [KVPS Volunteers Policy](#)
- [KVPS Working with Children Policy](#)
- [Statement of Values and School Philosophy](#)
- [Child Safety Policy](#),
- [Child Safety Code of Conduct](#)

POLICY REVIEW AND APPROVAL

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

DUTY OF CARE

Principals and teachers have a duty of care to all students. The duty requires Principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times.

Where necessary, the school will assess and verify the suitability of visitors who will work with children. 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 the school support their claim to an exemption.

APPROVALS

On the basis that schools are not public places, but are public educational institutions, the Principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- the educational merit and potential benefits of the visit;
- the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular (apart from Special Religious Instruction, delivered in accordance with the *Education and Training Reform Act 2006* (Vic), Ministerial Direction 141 and policy);
- whether the proposed visitors will be delivering content that is appropriate having regard to school policies, Department policies and the principles and practice of Australian democracy including 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;
- the potential for the visitor to cause controversy within the school or broader community.

The Principal should consider the suitability of visitors to be in a location where children freely move about, learn and play and whether a Working With Children Check is required or exemptions apply.

IMPLEMENTATION

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school Principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.

All visitors are required to report to the administration office:

- prior to undertaking any activity within the school. They are required to sign a Visitors Book and will be assigned a "Visitor" badge which they must wear at all times within the school.
- at the end of their visit, to return their badge and sign out in the Visitors Book.

This process will be published in school communications and will be displayed at all school entrances.

All visitors are required to comply with the schools Statement of Values.

Visitors who fail to follow directions will be directed to the Administration Office.

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.

EVALUATION

This policy will be reviewed every two years.

RELATED SCHOOL BASED POLICIES

- Emergency Management Policy
- Student Engagement and Inclusion Policy
- Working with Children Policy

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [Duty of Care](#)
- [Special Religious Instruction](#)
- [Visitors in schools](#)
- [Volunteer Checks](#)
- [Volunteer Workers](#)

[Creating Respectful and Safe School Communities](#)

External Resource

- [Department of Justice and Regulation-Working with Children Check](#)

This policy was ratified on 18th June 2018 and is scheduled for review in three years

Related Legislation

- *Working with Children Act 2005*
- *Education and Training Reform Act 2006*