



Glendal Primary School Visitors Policy

Rationale

To provide a safe and secure environment for students and staff.

To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of the school.

Related Legislation:

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

Guidelines

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

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular.

Programs delivered by visitors must be 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.

Visitors to the school are defined as all people entering school grounds during the school hours of 8.45am to 3.45pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- staff from other schools
- Student Support Services staff
- those who are addressing a learning or developmental need, such as:
- parent and community volunteers
- invited speakers e.g. in-school visiting presenters
- sessional instructors
- representatives of community, business and service groups
- local members of parliament

- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - children's services agents
 - talent scouts

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

Duty of Care

Principals and teachers have duty of care to their 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 workshops, 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) which the individual must carry at all times. 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 in support of 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;
- 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

A Working With Children Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.

The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact.

Visitors who are attending the school to deliver workshops, presentations, seminars or other activities and programs to students need to seek the 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 log in electronically, or 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 log out or sign out of the school.

All visitors are required to comply with the school's 'Statement of Values and Community Behaviour.'

The school's emergency management procedures will include visitors.

This policy is to be read in conjunction with the school's Working With Children Check Procedures (see attached).

Evaluation

- This policy will be reviewed every three years as part of the school's policy review cycle.
- This policy will be published on the school website.

Related school-based policies:

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

Other links and references:

Department resources.

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](#)



Glendal Primary School

Working With Children Check Procedures

To meet the requirements of the National Law and National Regulations, a current Working with Children Check card or verification that the person's Working With Children Check is current via the Department of Justice Working with Children Check website is required. The stamped receipt issued by the Department of Justice on lodgment of an application for a Working with Children Check is not acceptable.

A WWC Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.

The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact.

It is an offence under the Working with Children Act 2005 to knowingly undertake child-related work or to engage a person in child-related work without a current assessment notice or card. The definition of 'direct contact' with children includes oral, written and electronic communication as well as face-to-face and physical contact.

A person moving from one state or territory to another must comply with the relevant working with children law in that state or territory.

Persons who are registered as a teacher with the VIT in accordance with the Education and Training Reform Act 2006 are not required to have a current Working with Children Check.

All staff working at Glendal Primary School are required to hold a current VIT (teaching staff) or WWCC (staff who are not teachers and all volunteers).

All educational, sporting and other providers to students at Glendal Primary School are required to hold a current WWCC.

All volunteers (including parents) working and helping at Glendal Primary School, including on-site and off-site activities, excursions, camps, etc. are required to hold a current WWCC regardless of whether they are being supervised by a teacher or another adult with a WWCC or VIT.

If a Working with Children Check cannot be issued to an educator or volunteer because of their age, that is they are under 18 years of age, they are not required to have a Working with Children Check. In this case the educator must be under the immediate supervision of an educator who has attained the age of 18 years and holds (or is actively working towards) an approved diploma level education and care qualification (regulation 358(2)).

Contractors (for example, gardeners or handymen) who are not employed, appointed or engaged to work in or as part of an education and care service may remain at an education and care service premises without holding a Working with Children Check (section 170(5)(e)).

Where provider approval has been granted in a state other than Victoria, the approved provider is required to obtain a Working with Children Check if they will be directly providing education and care to children in Victoria.

The school will keep a current register of WWCCs. Individuals must carry their WWCC card on them at all times.

Evaluation

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