



VISITORS POLICY

PURPOSE

Broadmeadows Valley Primary school seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Broadmeadows Valley Primary school.

The purpose of this policy is to ensure that Broadmeadows Valley Primary School (BVPS) effectively manages visitors on school premises. This policy establishes processes to monitor and manage visitors so that a safe and secure learning environment is maintained for students and staff attending the school.

This policy will guide all individuals as to the established protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Broadmeadows Valley Primary School.

SCOPE

This policy will guide all individuals as to the established protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Broadmeadows Valley Primary School. Visitors typically include parent and community volunteers, invited speakers, casual relief teachers, service providers, tradespeople and commercial salespeople. Other examples include community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

The policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm. 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 visiting the school by prearrangement such as parent teacher interviews, concerts, sporting events or other school activities. It may also include other individuals such as tradespeople or service providers who have a prearranged appointment with school staff.

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.

Visitors: defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

POLICY

Broadmeadows Valley 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.

BVPS 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, Child Safe Policy, Statement of Commitment to Child Safety and Child Safe Code of Conduct. It is recommended this Policy be read in conjunction with the BVPS 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 (e.g., Members of Parliament, local councillors)
- Persons conducting business e.g., uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services 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

Policy Guidelines

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. Visitors are defined as all people other than staff members, students, and parents / guardians involved in the task of delivering or collecting children at the start or end of the school day.
3. All visitors will be required to report to the School General Office prior to undertaking any activity within the school, where they will be required to register using VPASS. They will be required to wear the Visitors' lanyard at all times within the school. Visitors will be required to report to the administration office at the end of their visit to return the lanyard and 'sign out' using VPASS.
4. Visitors and volunteers are also expected:
 - To be outstanding role models for all students
 - To work under the professional direction of staff, following school policies
 - To speak in a respectful and friendly manner to all students and staff
 - Maintain confidentiality
 - To report any issues of concern to teachers (and not directly intervene)
 - To keep a safe and professional distance from all students
5. Maintenance contractors will be required to present identification and complete necessary paperwork in relation to the work at the school.
6. Volunteers working in any capacity with children will be required to present a satisfactory "Working with Children Check" documentation.
7. The Principal/Assistant Principal reserve the right and have the authority to invite or exclude people from using or being within the school boundaries both during and outside school operating hours.
8. 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.
9. School leadership will appropriately screen visiting consultants to ensure that proposed visitations:

- Clearly serves an educational purpose and is consistent with curriculum objectives
- Is appropriate for children or young people in the relevant age group and
- Is consistent with the values of state education

10. The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. Principals consult with the Regional Office and seek advice from the Legal Services Branch regarding these matters.

Sign in Procedure

All visitors to Broadmeadows Valley 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 in the visitors' book/computer system, etc
- Provide proof of identification to office staff upon request
- Produce a valid Working with Children Check where required by this policy (see below)
- Wear a visitor's lanyard/name tag at all times
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including: - Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values, Privacy Policy
- Return to the office upon departure, sign out and return visitor's lanyard/name tag.

Broadmeadows Valley Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Requirements for Visitors to Produce a Valid Working with Children Check Card

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check. For Working with Children Check (WWC Check) and other suitability requirements relating to parents/carers and other volunteers working with children please see our Volunteers Policy.

In some circumstances, visitors to BVPS who are **not** engaged in child-related work will also be required to produce a valid WWC check depending on the particular circumstances of their visit. For example, Broadmeadows Valley Primary School will require a valid WWC Check 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 (e.g., contractors)**, 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 Check.

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, BVPS 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, BVPS 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
 - respecting 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 (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 instructions 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
- Hard copy available from school administration upon request

