

Policy Number	Ratification Date	Reviewed	Review Date
40	Oct 2019	Oct 2021	Oct 2024



VISITORS POLICY

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Elsternwick 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 4:00pm, and when the office is staffed to monitor/receive visitors at reception. 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 dropping off or picking up students from Team Kids, scheduled school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

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

Elsternwick 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.

Elsternwick Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds, and requires all visitors to familiarise themselves with our school's policies (located at the schools front office or on the school website), including but not limited to:

- [Child Safety Policy](#)
- [Child Safe Environment Policy & Statement Of Commitment To Child Safety](#)
- [Child Safety Reporting Obligations Policy and Procedures & Child Safety Officer Role](#)
- [Duty of Care Policy](#)

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents/carers
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents/carers, 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 Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg 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 Elsternwick 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 sign in kiosk at the front office
- 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 at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds
- Return to the office upon departure, sign out and return visitor's lanyard

Elsternwick 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.

Working with Children Check Clearance

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.

WWC Checks are required by law, under the *Worker Screening Act 2020 (Vic)* only for people who engage in child-related work. An activity may be 'child-related work' regardless of whether the contact with a child is supervised by another person or not. This means even if a volunteer or visitor is supervised by a teacher, they must still have (and provide evidence of) a WWC Check if they are doing 'child-related work'.

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

Visitors engaged in work at EPS that is not directly child-related (i.e contractors) are still required to have a WWC Check. The only exception to this is for specialist contractors (i.e those who provide a specialist service and attend school only once or twice per year) where a risk assessment has been undertaken by OH&S staff prior to work commencing.

Further background checks, including references, may also be requested at the discretion of the principal.

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, Elsternwick 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, Elsternwick 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 the range of views held by students and their families.

Parent/Carer 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, parents or carers must call the school office to make the request to speak to or see their child during school hours.

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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office. Members of our school community who would like to volunteer must complete the online Elsternwick Primary School Volunteer's module before commencing work with the school, shared via Compass each term.

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.

Prior to attending site providers of goods or services to the school, i.e for incursions or contractors, visitors are required to provide compliance documentation via the SAM4schools portal. This includes insurance, work cover and working with children documentation.

All staff who engage any provider, paid or volunteer, are required to advise EPS OH&S co-coordinators (Business Manager or HR Manager) in advance so as to ensure compliance requirements are satisfied prior to attendance.

Private Therapists

Private Therapists, NDIS Therapists and other allied health professionals must complete the relevant documentation (WWC Check, Private Therapists Request Form and License Agreement with Elsternwick Primary School Council) before working at our school.

School Council Members

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. At times, School Council members will be engaging in child-related work as part of their role, including student presentations and panel discussions.

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

RELATED POLICIES AND RESOURCES

- [Child Safety Policy](#)
- [Child Safe Environment Policy & Statement Of Commitment To Child Safety](#)
- [Child Safety Reporting Obligations Policy and Procedures & Child Safety Officer Role](#)
- [Duty of Care Policy](#)

Department policies:

- [Child Safe Standards](#)

- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- Department of Education Sexual Harassment Policy
https://www.education.vic.gov.au/hrweb/Documents/Sexual_Harassment_Policy.pdf

REVIEW PERIOD

This policy was last updated in October 2021 and is scheduled for review in October 2024.

Policy last reviewed	October 2021
Consultation	Consultation with school council is recommended for this policy
Approved by	Principal
Next scheduled review date	The recommended minimum review cycle for this policy is 3 to 4 years.