VISITORS TO THE SCHOOL POLICY

PURPOSE

The purpose of this policy is to ensure Tarneit Rise Primary School has measures in place to effectively screen, manage and supervise all visitors.

GUIDANCE

Schools must:
- develop their own school level policies and procedures to effectively screen, manage and supervise all visitors
- ensure that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- ensure it has policies and procedures in place to meet the requirements of the Child Safe Standards

Principals:
- are responsible for all visitors to the school
- must develop policies and procedures to manage visitors to the school
- ensure the policies and procedures address safety requirements and ascertain the appropriateness of visitors
- ensure the policies and procedures are implemented

Further guidance on developing local policies and procedures for visitors in schools is available on the Guidance tab at the website below.

POLICY

At a minimum, the Principal will:
- require all visitors arriving and departing during school hours to use a visitors' book to record their name, signature, the date and time, and the purpose of the visit
- include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play — refer to Working with Children and Other Suitability Checks for School Volunteers and Visitors
- meet the requirements of the Child Safe Standards, including for identifying and responding to child abuse
- ensure that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- ensure that school policies and procedures that are relevant to visitors are available/visible to the visitor, including the requirement to abide by the school's child safety code of conduct
- ensure that emergency exits and emergency procedures are available/visible to visitors

- ensure that any programs delivered by visitors are delivered in a manner that is not inconsistent with the Victorian Public Sector Values and the principles and practice of Australian democracy as outlined in the Education and Training Reform Act 2006 (Vic) including a commitment to 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
- ensure that a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- align with relevant Department policies and procedures

Types of visitors
Visitors may include, but are not limited to:
- prospective parents/carers and employees
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers
  - sessional instructors
  - representatives of community, business and service groups
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
  - trades people
  - children's services agents
  - talent scouts
  - instructors providing special religious instruction
  - public officials (for example, ministers, members of parliament, mayor)
  - Department staff including allied health practitioners (regional and central offices)
  - Department of Health and Human Services Child Protection Workers, and Victoria Police, refer to Police and DHHS interviews at School

Visiting speakers
The Principal will
- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- ensure that visitors do not present information or programs that may conflict with the Education and Training Reform Act 2006, policies of the Department and the school
- respect the range of views held by students and their families

Talent scouts
The Principal will consider the following when talent scouts approach a school.
Determine whether the school community:
- prefers parents or carers to privately contact talent scouts outside of school hours or

- supports the school facilitating contact with students and talent scouts, such as:
    - children's choirs
    - orchestras
    - drama groups
    - sporting associations
    - film companies looking for groups of 'extras' or undertaking individual casting
    - modelling agencies

Where the school community supports school visits by talent scouts, consider whether the activity being scouted:
- is regarded by the broader community as suitable for the age group being targeted
- will enrich learning and skill development for identified students
- will complement the identified students' education
- has demonstrated an appropriate commitment to child safety and meeting duty of care obligations by the individual or organisation (for example, no prior convictions or complaints)

Other considerations include:
- allowing visits by approved organisations at negotiated, convenient times during school hours
- providing information to the parents /carers in the relevant year levels about opportunities so that, if desired, independent contact can be made, or
- planning sessions by approved organisations for interested students accompanied by their parents/carers, using school facilities and outside of school hours
- if after-hours auditions on school property are preferred, the School Council will determine whether a fee for the use of facilities would be appropriate

Developing policies and procedures for visitors in the school
The school will consult the views of school communities (through either the school council or another means of consultation) and address each of the following.
Safety needs
- schools are not public places
- the safety of students and staff
- potential risks posed by visitors
- what suitability checks may be needed, refer to Working with Children and Other Suitability Checks for School Volunteers and Visitors
- the school's policies and procedures in relation to child safety and the implementation of the Child Safe Standards
- the processes for identifying and reporting alleged misconduct of employees, volunteers and contractors, refer to Complaints, Unsatisfactory Performance, and Misconduct and Reportable Conduct Scheme.
Visitors' purpose
- categories of visitors that may visit the school
- potential benefits of different types of visits
- whether the proposed visit is appropriate for young people (in the relevant age group)
- whether the proposed visit, programs or content to be delivered is consistent with the values of public education, Department policies and the Education and Training Reform Act 2006 (Vic)

- whether a distinction should be made between the protocols applying to:
- community-based, not-for-profit groups
- visitors with commercial, advertising or marketing purpose
- the potential for a visitor or the content of their program/presentation to cause controversy within the school or broader community

Educational merit

whether the proposed visit is:
- for an educational purpose
- consistent with curriculum objectives
- the reorganisation of school programs or routines required in relation to the potential benefits to the students
- the appropriate use of Department resources, including teachers' time

Legal requirements

legal considerations and Department policies concerning:
- privacy
- photographing of students
- mandatory reporting
- children first — promoting and protecting the rights and wellbeing of children
- delivery of Special Religious Instruction

Working with Children Check
- the suitability of visitors who will be in a location where children move freely about, learn and play
- whether an exemption to the Working with Children Check applies to a visitor
- the evidence provided by the visitor to support their exemption due to their occupation

Procedures
- how to communicate policies and procedures to staff, visitors and community
- how to impose conditions on visitors, if required
- how to manage and maintain a written record of all visitors
- whether visitors will be required to wear a distinguishing badge
- circumstances for visitors to be accompanied by a member of staff
- that visitors delivering programs directly to students are adequately supervised by teaching staff of the school, in order for the school's duty of care to be discharged to those students
- the familiarisation with school routines, including the emergency management plan, required for regular visitors
- when parents/carers will be notified in advance about visitors to the school
- requirements for parental permission for students to participate in programs or related activities delivered by visitors

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically excepted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements. information on

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

· COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites

EVALUATION
- This is a mandatory policy, first developed in this format in May 2019 and updated in September 2020. It will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update late July 2020).

Ratification Date	Review Date	Policy Number	Version Number	Date Produced
Sept 2020	2023	87	3	Sept 2017

Reference:
https://www2.education.vic.gov.au/pal/visitors

Further information and resources

Please refer also to the school's *Duty of Care Policy*, *Police & DHHS Interviews Policy,* the *Protecting Children - Reporting & Other Legal Obligations Policy, Working with Children (Suitability) Checks – Volunteers & Visitors Policy,* the *Photographing, Filming & Recording Children Policy* and the Child Safe Standards