



**Wollert**  
Primary School

# Visitors

## Policy





## Visitors Policy



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact the Business Manager.

## PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Wollert Primary School.

## SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school administration (Office) is open between the hours of 8.30am to 4.00pm including parents, contractors, external services, and community members. Outside of these times, our school administration is not staffed, and this policy does not apply.

## DEFINITIONS

*Child-related work:* As defined by the *Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.

## POLICY

Wollert Primary School is a Supported Inclusion School (SIS) that provides an environment where all student needs are catered for and everyone belongs. We pride ourselves in delivering high quality education for all in a learning community that embraces and values the uniqueness and character of every student. Every student at Wollert Primary School has the right to learn and is supported and celebrated in doing so.

Wollert 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.

Wollert 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 Safe Policy and Child Safe Code of Conduct*.



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 to address 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 Families, Fairness and Housing staff
- 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 Wollert Primary School are required to report to school administration on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, date and time of visit and purpose of visit in the COMPASS Kiosk.
- Sign in using the Victorian Government Service App (QR Code) as part of our COVID Safe plan.
- Provide proof of identification to office staff upon request.
- Produce evidence of their valid Working with Children (WWC) Clearance 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 school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#).
- Return to school administration upon departure, sign out and return visitor’s lanyard.

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



## Working with Children Clearance

For WWC Clearance and other suitability check requirements

relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

**Child-related definition:** Child-related work is work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties (e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extracurricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, \*Allied health/NDIS therapists, Departmental Staff who are working with children, Distance education).

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

In some circumstances, visitors to Wollert Primary 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. For example, Wollert 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 (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time when children are present. 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 Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

### \*Frequency and Purpose of Visits

As a Supported Inclusion School, Wollert Primary School acknowledges that students who attend may have NDIS funding and are engaged with associated allied health/NDIS therapists. These service providers may request school visits for the purpose of observations of students whom they are supporting. In these instances, Wollert Primary School must be provided with prior notice as to the name of the service provider who will be visiting, for which specific student, the arrival time, the expected duration of the visit, and the purpose of the visit. Whilst working with these allied health/NDIS therapists it is expected that Wollert Primary School will be provided with advice/strategies/recommendations that staff at the school can action to support the student's individual needs. Service providers are to attend no more than two visits per term, with a maximum of 5 visits per term for those students who are engaged with multiple service providers.

*\*if additional visits are required then these will be at Principal's discretion*

## Invited Speakers and Presenters.



On occasion, Wollert 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, Wollert 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
- manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - o elected government
  - o the rule of law
  - o equal rights for all before the law
  - o freedom of religion, speech and association
  - o the values of openness and tolerance
  - o respect 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 administration 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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school administration.

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 administration upon arrival for instruction and follow the sign in procedure outlined above.



## Pandemic

During a pandemic, such as the COVID-19 pandemic, government schools are required to comply with the Department's School Operations Guide applicable to that specific pandemic. The Department updates the School Operations Guide as required during a pandemic based on advice from the Department of Health. The School Operations Guide covers procedures for management of visitors and volunteers on school sites. The current School Operations Guide includes a COVIDSafe Plan for Schools that ensures schools remain safe environments. The link to the current Operations Guide is [available on the Department's intranet](#).

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff induction processes
- made available in hard copy from school administration upon request.

### RELATED POLICIES AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [Sexual Harassment Policy](#)
- [Workplace Bullying Policy](#)
- [DET Operations Guide](#)

The following school policies are also relevant to this policy:

- Child Safe Code of Conduct
- Child Safety Policy
- Child Safety Reporting and Responding Policy
- Child Safe Risk Assessment
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Statement of Values and School Philosophy

### POLICY REVIEW AND APPROVAL

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|----------------------------|---|
| Policy last reviewed       | August 2023   |
| Approved by                | Principal (Kaylene Kubeil on behalf of Leanne Tingwell) |
| Next scheduled review date | August 2025   |