



# VISITORS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Ranfurly Primary School on (03) 5022 1299

## PURPOSE

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

## SCOPE

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

This policy outlines Ranfurly Primary School's arrangements for visitors who 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, including parents, contractors, and Allied Health workers. Outside of these times, our front office 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

Ranfurly 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.

Ranfurly 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 Safety [and Wellbeing] Policy*, *Child Safety Code of Conduct*, and *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
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g., Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### Sign in procedure

All visitors to Ranfurly Primary School are required to report to the school Office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Be required to report to the School Office prior to undertaking any activity within the school, where they will be required to sign in at the “Visitors” computer kiosk where they will record: their name; phone number; organisation they represent (if any); their purpose of their visit and who they are visiting on the day (if known). Once signed in, they will be assigned a “Visitors” badge which they must always wear whilst in the school.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [e.g., Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, and Statement of Values, etc.]
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Be provided with directions and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- The above-mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Ranfurly Primary 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.
- Be required to report to the School Office at the end of their visit to return their Visitors badge and to “sign out” at the Visitors computer kiosk.

Ranfurly 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 and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parent/carers and other volunteers working with students, please see our Volunteers Policy.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Ranfurly 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, Example 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 where children are present. 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 Clearance.

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, Ranfurly Primary School may invite external speakers or providers to deliver incursions, presentations, workshops, and special programs for our students. Consistent with Department of Education requirements, Ranfurly 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). 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 for 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.

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. Ranfurly Primary School who have been advised of parent/carers that are restricted, have a 'custom flag' on Compass to indicate to all staff and 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.

### COMMUNICATION

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

- Available publicly on our school’s website or via Ranfurly’s Compass tool under the ‘School Documentation’ section
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included as annual reference in school newsletter or reminders in our school newsletter
- Made available in hard copy from school administration upon request

### RELATED POLICIES AND RESOURCES

Links to related local polices, including Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety policy, Child Safety Code of Conduct and Duty of Care policy.

### POLICY REVIEW AND APPROVAL

|                            |   |
|----------------------------|---|
| Policy last reviewed       | 31 March 2023   |
| Consultation               | Consultation with School Council was held at the 29 March 2023 meeting where it was approved/endorsed by School Council |
| Approved by                | <b>Principal</b> [Dennis Mitchell]  |
| Next scheduled review date | March 2025  |