

POLICY: VISITORS TO SCHOOL POLICY



PURPOSE

Brentwood Park Primary School considers parents and families as valued partners in the students' development and learning. It aims to create strong partnerships between community services, schools, the broader community and business. It is recognised in this policy that the purpose of the school is an educational institution, and the fact that the school is not a public place. The policy will consider:

- the educational purpose and consistency with curriculum objectives and values of public education and age relevance.
- the safety and privacy of students, and any potential risks posed to students by visitors.
- the categories of visitors that will be allowed into the school, and under what conditions.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:45 to 3:20. Outside these times, the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or collecting students from Before and After School Care, 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 school hours.

AIM

To seek new opportunities to advance students' learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

It is noted that the interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools. These may typically include parent and community volunteers, invited speakers, sessional instructors, representatives of community, business and service groups, prospective parents and employees and local members of the State and Commonwealth Parliaments. Others, including employees of relevant children's services agencies, trades people, official school photographers, commercial salespeople, such as booksellers and uniform suppliers, may also be present in the school from time to time over the school year. It is acknowledged that there are potential risks in allowing visitors into schools, including visitors who are members of students' families or members of the local community.

IMPLEMENTATION

The following school procedures will be implemented:

All visitors will:

- Register their arrival and departure from the school on an iPad using Passtab software, including the recording of their name, signing, and recording the date and times and purpose of the visit. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.
- Provide proof of identification to office staff upon request.
- Produce their valid Working with Children Check where required.
- Wear a visitor's lanyard at all times.

- Return to the office upon departure, sign out and return visitor's lanyard.

Examples of visitors to the school include:

Regular weekly visitors to the school who are working with students are:

- School chaplains
- School Support Officers, such as social workers, psychologists, speech pathologists
- Mentors who require parental permission to tutor a student
- Keyboard instructors from Primary Music Institute who require parental permission to work with groups of students and are not under the supervision of a teacher
- Parent volunteers in classrooms, MMC, art room, computer lab, health and physical education and performing art sessions

Other regular weekly visitors are:

- Fundraising parent volunteers
- Canteen personnel
- Parents who facilitate the banking program

Frequent visitors to the school are:

- Tradespeople who maintain the school, such as plumbers, electricians etc.
- Commercial sales people, such as book sellers and sports retailers

Occasional visitors to the school are:

- The official school photographer who attends twice a year and who are supervised by an assistant principal
- Book Fair personnel
- Life Education personnel

Special events:

Parents are invited to whole school special events which may include guest speakers or performers. Year level inquiry units may invite parents to participate or to act as a guest speaker or guest speakers from the community. For events where large numbers of visitors are invited to the school, such as Cross Country and Athletic days, signing in at the office will not be required.

Visiting Speakers:

The Professional Learning Team leaders in conjunction with leadership oversee the curriculum relevance of visiting speakers and performers. Parents are notified of the visiting speaker or performance and there may be parental permission required and a charge involved.

Talent Scouts:

Annually, the school welcomes The National Children's Choir to visit the school and, under the supervision of each class teacher speak, to the students.

The school does not support the access of film companies or modelling agencies to the students in order to cast individual or groups of children.

REVIEW

Policy will be reviewed in 2023.

Approved by School Council 25/6/2019