POLICY: VISITORS TO SCHOOL POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact the office at Brentwood Park on 9702 2022.

PURPOSE:

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

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. 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, and when the office is staffed (8:00am to 4:30pm) to monitor/receive visitors at reception, including parents, DET personnel, allied health personnel, and building/ground contractors. 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.

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.

AIM:

Brentwood Park 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. It is recognised in this policy that the purpose of the school is an educational institution. 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.

Brentwood Park 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 *Child Safety and Wellbeing Policy*, our *Child Safety Code of Conduct* and our *Values and Purpose Statement.*

From time to time, different members of the public may visit our school. Examples of visitors to the school include:

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

- 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
- NDIS therapists or other allied health or health practitioners

Frequent visitors to the school are:

- School Support Officers, such as social workers, psychologists, speech pathologists
- Tradespeople who maintain the school, such as plumbers, electricians etc.
- Commercial salespeople, 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
- Public officials (e.g. Members of Parliament, local councillors)
- Prospective parents, students and employees
- Invited speakers
- Department of Fairness, Family and Housing workers
- Victoria Police Children's services agencies
- 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

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 to cast individual or groups of children.

IMPLEMENTATION:

The following school procedures will be implemented:
All visitors will follow the SIGN IN PROCEDURE:
Register their arrival and departure from the school on an iPad using XUNO 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.
- Always wear a visitor's lanyard.
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including e.g.: Child Safety Code of Conduct, which will be available on signing in, as well as department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the office upon departure, sign out and return visitor's lanyard.

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our *Volunteers Policy.*
All visitors who are engaged in **child-related work** must have a valid WWC Clearance. Additional suitability checks may also require such as reference, proof of identity, qualification and work history involving children checks.
In some circumstances, visitors to the school who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the circumstances of their visit. For example, the 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 in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g., 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, the 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, the 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 for the range of views held by students and their families.

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 the school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff

RELATED POLICIES AND RESOURCES

School policies and resources relevant to this policy include:

Values and Purpose Statement, Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy

Department policies:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Policy Review and approval

Policy last reviewed	14/5/2024
Consultation	Consultation with school council on 13/5/2024
Approved by	Approved by school council on 13/5/2024
Next scheduled review date	May 2028