

# Brighton Primary School

## Visitors Policy

### 1542

#### **Purpose of the Policy:**

Although schools are not public places, at Brighton Primary School we endeavour to create a school environment that is open and welcoming. We actively engage many relevant members of our community within our school programs. We have a duty of care to ensure a safe and secure environment for our students and staff and an obligation to protect our school buildings and property from theft, vandalism and intentional misuse. Processes to monitor and manage visitors to Brighton Primary School have been established.

#### **Scope:**

This policy applies to any visitors who may attend school grounds when the school is open for instruction and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care (BPOSH), attending 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 of school hours.

#### **Definition: Who is a visitor?**

A visitor is defined as a person who attends the school with the intent of delivering a service or program within the school hours of 8:45am and 3:45pm. Staff members, students and parents or carers, who are directly involved in the task of delivering or collecting children at the start and the end of the school day, are not considered visitors.

As defined by the Working with Children Act 2005 (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 contact with children that is incidental to the work.

The range of visitors may typically, but not exclusively include; parent and community volunteers, guest speakers, sessional instructors, community representatives, business and service groups, prospective parents and employees, local members of Council, State and Commonwealth Parliaments, employees of relevant children's services, trades people, talent scouts for sporting and arts organisations, official school photographers or commercial salespeople such as booksellers and uniform suppliers.

## **Responsibility:**

The *Working with Children Act 2005* requires that all people who work or volunteer in child related work, in this case Brighton Primary School, apply for, pass and present a Working with Children Check (WWCC).

Brighton Primary School requires all visitors working in grades with individual children or groups of children, such as Parent Helpers and Rotary Readers, or without school staff supervision, such as in the school canteen, to present a WWCC for copying and filing at the office, prior to commencing work.

At Brighton Primary School, all visitors are required to report to the front office and register their visit prior to undertaking any activity within the school. Visitor lanyards will be distributed as required.

The proposed visit, program or content to be delivered must be consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006 (Vic)*

Visitors within the school, who have failed to follow the process will be directed back to the front office by a member of staff.

Visitors are again required to report to the front office at the end of their visit to complete sign out procedures. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.

Visitors, where deemed appropriate and necessary, will be provided with directions, and will be made aware of any situations or circumstances that may impact upon their safety or comfort.

Based on the Visitor's purpose for attending the school, circumstances may require that they be accompanied by a member of the school staff to their location within the school. Except in extenuating circumstances, the work of tradespeople should be scheduled to take place outside of regular recess and lunchbreaks, whereby a minimum disruption to the supervision of students occurs.

Where deemed necessary and appropriate, parents will be notified of the above-mentioned occasions and processes for managing and monitoring visitors, such as publishing in the school newsletter and having signage posted at appropriate school entrances.

Under the Education and Training Reform Act 2006 (Vic), the minister has delegated the power to permit and refuse entry to each Victorian government school to the principal of that particular school. The principal can refuse entry to the school premises by giving a verbal warning or a written warning. The written warning is often referred to as a trespass notice and it revokes a person's licence to enter and or remain on the school premises.

## **Related policies**

- Visitors Policy
- Statement of Commitment to Child Safety/Child Safe Policy
- Child Safety Code of Conduct

For more information, please see:

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>

This policy was last ratified by School Council in November 2019

To be reviewed 2021