

## INTRODUCTION:

Gladstone Views 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.

From time to time, different members of the public may visit the school. Visitors may include, but are not limited to:

- Parents
- Volunteers (see our school's Volunteer 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 (egg. uniform suppliers, booksellers, official school photographers)
- Tradespeople
- Children's service agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police
- Personal 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 practitioners.

## PURPOSE:

This policy is in place to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to the school.

## SCOPE:

This policy applies to all visitors to the school.

## DEFINITIONS:

'Child-related work': 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.

'Visitors': In relation to this policy parents/carers or nominated delegates bringing enrolled students to school (between 8.45am and 9.00am) or collecting students at the end of the school day, are not considered visitors.

## COMMUNICATION PLAN:

Parents/carers will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

A copy of this policy will be available at the front office.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

## IMPLEMENTATION:

### 1 Sign In / Sign Out Procedures

All visitors to Gladstone Views Primary School are required to report to the school office on arrival. Visitors must:

- a record their name, signature, date and time of visit, and purpose of visit in the visitor's book.
- b provide proof of identification to office staff upon request.
- c wear a visitor's badge at all times.
- d follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including: *Child Safety, Sexual Harassment, Workplace Bullying, Respect for School Staff, Statement of Values and Philosophy, Student Engagement, Wellbeing and Inclusion.*

- e return to the office upon departure, sign out and return the visitor's badge.

## 2 Availability of Policies

The following policies will be available in the visitor's book:

- Child Safety
- Sexual Harassment
- Workplace Bullying
- Respect for School Staff
- Statement of Values and Philosophy
- Student Engagement, Wellbeing and Inclusion
- Child Safe Statement of Commitment

## 3 Working with Children Check Cards and Other Checks/References

The Working with Children Act 2003 (Vic) legally requires all people engaged in 'child-related' work to hold a WWCC. The Principal has the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in this act. Additional background checks, including references may also be requested at the discretion of the Principal.

At Gladstone Views Primary School, a Working With Children Check will be required for all visitors who will be:

- a engaged in child-related work.
- b 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.
- c regularly performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised during times children are present (7.00am to 6.00pm).

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.

## 4 Invited Speakers and Presenters

External speakers or providers may be engaged to deliver presentations, workshops or special programs for students. Consistent with Department of Education and Training requirements, Gladstone Views Primary School will:

- a ensure that the content of presentations and programs by external providers contributes to the educational development of students and is consistent with curriculum objectives.
- b ensure that any proposed visit, program or content 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 speech, religion and association
  - the values of openness and tolerance
  - respect for the range of views held by students and their families

### RELATED POLICIES:

Statement of Values and Philosophy  
Workplace Bullying  
Respect for School Staff  
Student Engagement, Wellbeing and Inclusion  
Child Safe  
Volunteers  
Statement of Commitment to Child Safety

