VISITORS TO THE SCHOOL POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

1. RATIONALE:

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 visitors, students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

2. AIMS:

a. To provide a safe and secure learning and teaching environment for our students and staff by establishing processes to monitor and manage visitors to Nelson Park School.
b. To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

3. SCOPE:

a. This policy applies to both the Libau and Illinois Campus and any difference between campuses is specified.
b. This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.30am to 4.30pm. Outside of these times, our front office is not staffed, the school is locked and the only visitors who are permitted on school grounds are parents/carers who are attending meetings, and contractors who have made prior arrangements with the Administration staff.
c. Nelson Park 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 Policy, Child Safety Code of Conduct, Volunteers Policy.

4. 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.

5. IMPLEMENTATION:

a. Nelson Park 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.

VISITORS TO THE SCHOOL POLICY

b. Nelson Park 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, Child Safe Policy, Statement of Commitment to Child Safety and Child Safety Code of Conduct.

c. From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:
   - Parents/Guardians/Carers.
   - 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.
   - Department of Families, Fairness, and housing Services workers.
   - Department of Health and Human Services workers.
   - Victoria Police.
   - Persons authorised to enter school premises (e.g., Worksafe inspectors, health officer etc.).
   - Other Department of Education and Training staff (including allied health staff) or contractors.
   - NDIS therapists or other allied health or health practitioners.

d. All visitors to Nelson Park School are required to report to the administration office on arrival and prior to undertaking any activity within the school. Visitors must:
   - Record their name, signature, date and time of visit and the purpose of visit in the "Visitors Register".
   - Produce their valid Working With Children Check (WWCC) where required by this policy (see below).
   - Wear a visitor's badge and lanyard at all times.
   - Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including; Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Statement of Values etc.
   - Return to the office upon departure, sign out and return visitors badge and lanyard.

e. All staff are encouraged to wear their name badges to identify themselves when working in the school environment.

f. Nelson Park School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

<u>Requirements for visitors to produce a valid Working with Children Check:</u>

g. All visitors who are engaged in child-related work must have a valid WWCC.

h. In some circumstances, visitors to Nelson Park School who are not engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Nelson Park school will require a valid WWCC 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 TO THE SCHOOL POLICY

- **Visitors (e.g., contractors),** who will regularly be performing work at the school during school hours and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

i. Further background checks, including references, may also be requested at the discretion of the principal.

j. Visitors who will be working in areas away from students (e.g., visiting auditor who will be located in the office with administration staff) or who are supervised and accompanied by a staff member during their visit (e.g., a Member of Parliament, journalist, a prospective parent on a school tour) will not be required to have a WWCC.

k. Sworn Victorian Police officers or sworn Australian Federal Police officer are exempt from requiring a WWCC, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited Speakers and Presenters:

l. On occasion, Nelson Park 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, Nelson Park 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 principals 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 the range of views held by students and their families

Parent Visitors:

m. 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.

n. If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents and carers call the school to make the request to speak to or see their child during school hours.

o. 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.

p. All parents and carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for a specific school event (e.g., SSG's, SLC's, concerts, assemblies etc.) are required to sign in as a visitor at the administration office.

Other Visitors:

q. All business operators, tradespeople and other visitors attending the school to conduct work must report to the school's administration office upon arrival for instruction and follow the sign in procedure outlined above.

VISITORS TO THE SCHOOL POLICY

r. The 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.

6. COMMUNICATION

a. This policy will be communicated to our school community in the following ways:
   - Available publicly on our school's website.
   - Included in induction processes for relevant staff.
   - Included in our staff handbook/manual.
   - Discussed in an annual staff briefing/meeting.
   - Made available in hard copy from school administration upon request.

7. RELATED POLICIES AND RESOURCES:

This policy must be read in conjunction with the following school documents:
- Statement of Values
- Statement to Child Safety/Child Safety Policy
- Child Safety Code of Conduct Policy
- Volunteers Policy

8. EVALUATION:

This policy will be reviewed as part of the school's two-year review cycle.

Policy last reviewed	4th December 2023
Approved by	Principal / School Council
Next scheduled review date	December 2025