

Purpose

- To provide a safe and secure environment for students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of Watsonia North Primary School.

Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.30 am to 4.30, including parents, contractors, health care providers or incursion operators. Outside of these times, our front office is not staffed and this policy does not apply.

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.

Policy

Watsonia North Primary School strives to create an open and inclusive school community that 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.

Our 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 [and Wellbeing] Policy, Child Safety Code of Conduct, and Volunteers Policy.

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

- Parents
- 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
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- 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

- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Watsonia North Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitor's book
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's [lanyard/name tag] at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy etc] 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 the visitor's [lanyard/name tag]

Watsonia North Primary School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

COVID-19 Vaccination Information

Our school follows the Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

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** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Watsonia North Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Watsonia North Primary 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 located in the front office with administration staff) or who will be supervised and accompanied by a staff

member during their visit (e.g. a Member of Parliament, a journalist, 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, Watsonia North Primary 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, our 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 comply 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.

Parent visitors

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.

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

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.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (eg parent-teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

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.

Appendix A:

Types of Visitors

Visitors to the school are defined as all people entering school grounds during school hours other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

TYPES OF VISITORS

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers, e.g. incursion presenters
 - sessional instructors
 - representatives of the community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
 - children's services agents
 - talent scouts
 - instructors providing Special Religious Instruction (SRI).

TYPES OF VISITORS

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

Duty of Care

Principals and teachers have a duty of care to their students. The duty requires the Principal and teachers to take all reasonable steps to reduce risk, including providing suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times.

Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is a working with children check (WWC Check). However, if a visitor's occupation exempts them from the requirement to have a WWC check, e.g. police officers and teachers, they must provide evidence to the school to support their claim for an exemption.

Further information and resources

- *WNPS Student Engagement and Inclusion Policy*
- *WNPS Statement of School Values and Philosophy*
- *WNPS Emergency Management Plan*
- *WNPS Volunteers Policy*
- *WNPS Duty of Care Policy*

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

[Policies - Watsonia North Primary School \(wats-north.vic.edu.au\)](https://wats-north.vic.edu.au)

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Evaluation and Review

Evaluation of the Visitors Policy will occur as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated and approved by Watsonia North Primary School's Acting Principal in May 2022 and is scheduled for review in 2026.

Policy last reviewed	April 2022
Approved by	Acting Principal
Next scheduled review date	April 2026