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**VISITORS POLICY**

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| **Rationale**The intent of this policy is to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Wheelers Hill Primary School. 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, and when the office is staffed to receive visitors at reception, including parents, contractors. Outside of these times, our front office is not staffed and this policy does not apply.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, 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.  |
| **1 Guidelines**1.1As 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. |
| 1. **Implementation**
	1. Wheelers Hill Primary Schoolstrives 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
	2. Wheelers Hill Primary 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 Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Volunteers Policy.*
	3. 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, consultants and others addressing learning and development
* Public officials (eg Members of Parliament, local councillors)
* Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
* Tradespeople
* Children’s services agencies
* Department of Families, Fairness and Housing workers
* Victoria Police
* Persons authorised to enter school premises (eg 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 PROCEDURE2.4 All visitors to Wheelers Hill 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 via the Compass portal sign in located at the general office
* Provide proof of identification to office staff upon request
* Produce their valid Working with Children Clearance where required by this policy (see below)
* Wear a visitor’s badge 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, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](https://www2.education.vic.gov.au/pal/sexual-harassment/overview) and [Workplace Bullying Policy](https://www2.education.vic.gov.au/pal/workplace-bullying/policy)
* Return to the office upon departure, sign out and return visitor’s badge

COVID-19 VACCINATION INFORMATION* 1. Our school follows 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](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)

WORKING WITH CHILDREN CLEARANCE * 1. For Working with Children (WWC) Check and other suitability requirements relating to parents/ carers and other volunteers working with students please see our Volunteers Policy.
	2. All visitors who are engaged in child-related work must have a valid WWC clearance.
	3. In some circumstances, visitors to Wheelers Hill 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, Wheelers Hill 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.
	1. 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 Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.
	2. 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* 1. On occasion, Wheelers Hill 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, Wheelers Hill Primary 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 assocation
	+ the values of openness and tolerance
	+ respect for the range of views held by students and their families

PARENT VISITORS* 1. We understand that there may be occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours. All parents who visit our school during school hours, other than for the purposes of school pick-ups and drips off or for specific school events (e.g. parent teacher interviews, assemblies etc) are required to sign in as a visitor at the school office

OTHER VISITORS* 1. 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 sing in procedure outlined above
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| 1. **Communication**

3.1 This policy will be communicated to our school community via the Compass portal and the school website.  |
| **3 Evaluation**3.1 The Education Sub-committee will review the effectiveness of the school’s Visitors Policy on a cyclic basis in accordance with DET Policy Framework and Guidelines. |
| **Documents related to this policy*** + [Statement of Values and School Philosophy policy](https://www.wheelershillps.vic.edu.au/policies)
	+ [Child Safety Code of Conduct](https://www.wheelershillps.vic.edu.au/policies)
	+ [Volunteers Policy](https://www.wheelershillps.vic.edu.au/policies)
	+ [Child Safety and Wellbeing Policy](https://www.wheelershillps.vic.edu.au/policies)

DEPARTMENT POLICIES* [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
* [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
* [Contractor OHS Management](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy)

If you need help to understand the information in this policy please contact Leasyl Richards (Assistant Principal)  |
| **Policy Area**School operations | **Ratified by School Council**July 2022 | **Next review**2024 |