

EVERTON PRIMARY SCHOOL No. 5399

ABN 56 021 425 488

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VISITORS IN SCHOOLS POLICY

Rationale:

The school's Visitors in Schools Policy is to ensure that we effectively manage visitors to our school and provide a safe and secure environment for students and staff. To do this we need to establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of our school. Visitors may assist in increasing our students' experience of the cultural and social features of the community as well as assist to create strong partnerships with community services, schools, businesses and the wider community.

Aims:

- to provide an open and friendly learning environment, which values and actively encourages visitors to the school? At the same time we recognize our duty of care to ensure a safe environment for our students and staff.
- to recognize our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction, delivered in accordance with legislative and Department requirements).
- To ensure that Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the Education and Training Reform Act 2006 (Vic):
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - freedom of speech and association
 - the values of openness and tolerance.

Implementation:

- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.
- the Principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.
- When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:
 - the educational merit and potential benefits of the visit;
 - the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students;
 - whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular (apart from Special Religious Instruction, delivered in accordance with the Education and Training Reform Act 2006 (Vic), Ministerial Direction 141 and policy);
- All visitors are required to report to the administration office
- Prior to undertaking any activity within the school, visitors are required to sign a Visitors Book and will be assigned a "Visitor" badge which they must wear at all times within the school. At the end of their visit, to return their badge and sign out in the Visitors Book.

- This process will be published in school communications and will be displayed at all school entrances.
- All visitors are required to comply with the schools Rights and Responsibilities
- 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.
- Require all visitors arriving and departing during school hours to use a visitor's book to record their name, signature, the date and time, and the purpose of the visit.
- Include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally 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, teachers, they must provide evidence to support their claim to an exemption
- Ensure that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- Ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.
- Principals and teachers have duty of care to their students. The duty requires principals and teachers to take all reasonable steps to reduce risk, including the provision of 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 who are 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.

Visiting speakers

The Principal and staff will:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- ensure that visitors do not present information or programs that may conflict with the Education and Training Reform Act 2006, policies of the Department and the school
- respect the range of views held by students and their families.

Evaluation:

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

This policy was last ratified by School Council in...

November 2015

APPENDIX 1:

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 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).
- 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).