



VISITORS POLICY

ROSANNA
PRIMARY SCHOOL

POLICIES

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	2019
School Council Approved:	Feb 2019	Next review:	2022

PURPOSE

To establish protocols and procedures that effectively encourages, monitors and manages visitors, whilst maintaining the open and inviting nature of the school.

To provide a safe and secure environment for our students, staff, parents/guardians and visitors.

To provide a framework that complies with DET policy and guidelines for visitors in schools.

SCOPE

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 monitor/receive visitors at reception. 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.

IMPLEMENTATION

We believe that:

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

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 students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse. Our Commitment to Child Safety underpins our desire to protect all students.

Visitors are defined as all people other than staff members, students, parents/guardians directly involved in the task of delivering or collecting children at the start or end of the school day.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, website and Compass.

Rosanna 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, Child Safe Policy (including environments), Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

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 (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Instructors providing Special Religious Instruction (SRI) [delete if you do not have SRI]
- Tradespeople
- Children's services agencies
- Department of Health and Human Services 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 procedure

All visitors to Rosanna 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 visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's 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.
- Return to the office upon departure, sign out and return visitor's lanyard

Rosanna Primary 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.

Requirements for visitors to produce a valid Working with Children Check card

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check and have completed a volunteer induction.

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteer working with students please see our Volunteers Policy.

In some circumstances, visitors to Rosanna Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. Please see [Volunteer Policy and External Provider Policy](#)

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

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

Please see Incursion Policy, Excursion Policy and External Provider Policy

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.

Under the summary offences Act 1966 and subsequent amendments, the Principal reserves the right and has the authority to prohibit any potential visitor(s) from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school boundaries outside school hours.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practise drill will be recognised and will be appropriately catered for.

EVALUATION & REVIEW

The Rosanna Primary School Visitors Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

[DET Visitors in Schools Policy](#)

RELATED DOCUMENTS

Emergency Management Plan

Policy

Child Safe Policy (including environments)

Communication

Volunteers

External Providers

**This document can be found at:
USER:/Policies/Ratified Policies**