

SURFSIDE PRIMARY SCHOOL

VISITORS, VOLUNTEERS AND CONTRACTORS POLICY



1. PURPOSE:

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Surfside Primary School

2. SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8 am and 4:30 pm. 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 Before or After School care, contract cleaning staff and businesses who hire school premises out of hours.

3. DEFINITION

Child-related work: As defined by the *Working with Children Act 2005* (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 contact with children that is incidental to the work.

4. BACKGROUND

Surfside Primary 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.

Whilst we actively encourage an inviting and open school, we are responsible and accountable for all visitors who enter our school and have a duty of care to uphold the safety of our students, staff and resources.

Surfside Primary school is fully committed to protecting the safety of children. Our school supports and respects all children, staff and volunteers. We take a zero tolerance approach to all forms of child abuse.

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, 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:

- Employees
- Prospective parents, students and employees
- Volunteers
- Those who are addressing a learning or developmental need, such as:
 - Parent and community volunteers
 - Invited speakers
 - Invited speakers, sessional instructors and others addressing learning and development

- Representatives of community, business and service groups
- Local members of the State and Commonwealth Parliaments
- Network Support staff
- NDIS therapists or other allied health or health practitioners
- Those who are conducting business such as:
 - Uniform suppliers
 - Booksellers
 - Official school photographers
 - Commercial salespeople
 - Trades people
 - Children’s services agents
 - Talent scouts
- Other visitors may include:
 - Department of Health and Human Services Child Protection Workers, and Victoria Police,
 - Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).

5. PROCEDURE FOR VISITORS ON SITE

- All business operators, tradespeople, volunteers 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.
- All visitors arriving and departing during school hours are to use the visitor’s book and if appropriate the QR code to record their name, signature, the date and time, and the purpose of the visit. A record of all visitors to the school is kept in the event of a school emergency or any future investigation.
- Proof of identification must be presented to office staff upon request
- Visitors working with children are required to provide evidence of suitability to be in a location where children freely move about, learn and play. 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, teachers, they must provide evidence to support their claim to an exemption.
- Induction to the schools policies and procedures will be connected for any visitor on their first visit. Visitors and volunteers working in our school will be provided with and asked to sign a copy of the school’s Statement of Values, Code of Conduct, and Statement of Commitment to Child Safety.
- Visitors who are signed in will be presented with a Visitor/Volunteer/Helper lanyard to identify their presence in the school.
- Visitors must follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies e.g.: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc.]
- Return to the office upon departure, sign out and return visitor’s [lanyard/name tag]
- Visitors will be provided with directions and will be made aware of any Occupational health and Safety issues that may impact upon their safety or comfort.
- Programs or content delivered by visitors must comply with the requirement that education in Victorian government schools is secular.

- The Principal will 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 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.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor 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 operating hours.
- 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. Visitors within the school who have failed to follow this process will be reminded to do so.

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 (e.g. parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the school office.

6. RELATED POLICIES

7. MONITORING AND REVIEW

This policy will be reviewed by staff and School council for ratification annually.

This policy was reviewed and ratified at School Council in June 2021 and will be reviewed in June 2022.