

Pakenham Hills PS Visitors Policy

PURPOSE

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.

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 4:00pm, 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 before and after-school care.

POLICY

Pakenham Hills PS 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.

Pakenham Hills PS 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.

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

3. All visitors are required to report to the administration office prior to undertaking any activity within the school. Visitors will be required to sign onto a Visitors Register and will be assigned a “Visitors” badge which they must wear at all times within the school. When signing in to the school, visitors will be expected to agree to the terms and conditions of our Child Safe standards. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors Register or on Compass Kiosk.
 - 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 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 Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy 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 visitor’s lanyard/name tag.
 - Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations. For further information, refer to: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)
 - 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.
4. Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
5. Visitors within the school who have failed to follow this process will be reminded to do so. Where a visitor refuses to comply they will be directed to leave the school grounds. Failure to leave will result in police being called.
6. Under the Summary Offences Act 1966 and subsequent amendments, 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.
7. 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.
8. Where a talent scout or talent organisation request access to the school the principal and school council will fully consult with parents to determine if the school community:
 - *supports facilitating contact with students by any or all of the potential range of organisations or individuals – including children’s choirs, orchestras and drama groups, sporting associations, film companies looking for groups of ‘extras’ or undertaking individual casting, and modelling agencies,*
 - *sees this function as one that should only be carried out privately by parents and students, out of school hours, without the involvement of the school.*
9. Visiting Speakers should be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families. We 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 objective and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic).

10. 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.
 - Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This policy will be reviewed every two years. (Next review date is May 2024)

This policy does not require School Council Approval.

Dale Hendrick
Principal

Version	Date	Modification	Modified By
1	12.06.2018	Added additional information to the aim of the policy in relation to the partnership of parents and the wider community. Updated information in relation to who a visitor can be defined as. Updated the relevant acts in line with DET updates. Point 6 was moved to the bottom of the document.	Gail Butterworth
2	Feb 2021	Transferred to new template and reviewed against DET exemplar.	Dale Hendrick
3	May 2022	Update as part of Child Safe updates and put online for parent consultation.	Dale Hendrick