

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

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:

- prospective parents and employees

Those who are addressing a learning or developmental need, such as:

- parent and community volunteers
- invited speakers
- sessional instructors
- representatives of community, business and service groups
- local members of the State and Commonwealth Parliaments

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, see: [Police and DHS Interviews](#)
- persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).

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 in to either the Compass Kiosk or 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.

4. Visitors to assembly will sign in on the Visitors Register directly in the entrances to the school gym.
5. Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
6. 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.
7. 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.
8. 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.
9. 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.*
10. 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
11. Information regarding the requirements of visitors in the school will be published in the visitors handbook, available at the office and prior to events on Facebook and in the school newsletter.

Further Considerations

- Awareness of the requirements of the *working with Children Act 2005* in relation to volunteer workers who need to have a working with Children Check.
- Relevant legal considerations (ie; court orders) and DET policies concerning privacy, photography of students and mandatory reporting requirements.
- Comprehensive advice concerning decision-making associated with the use and selection of teaching and learning resources, including lectures, speeches and performances, is in line with the Education and Training Reform Act 2006, DET and school policies.
- Contractors are only engaged using the SAMS4SCHOOLS portal.

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 as part of the school's multi-year review cycle.

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