


Visitors Policy

Responsibility Administration Team

Endorsed by Council June 2022

Due for Review June 2024

 <p>Interpreter</p>	<p>Help for non-English speakers</p> <p>If you need help to understand the information in this policy, please contact the school administration office on (03) 9792 2743 or via email at berwick.fields.ps@education.vic.gov.au</p>
<p>Purpose</p>	<p>To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Berwick Fields Primary School.</p>
<p>Scope</p>	<p>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 from 8:15am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception, including parents, contractors, and other visitors. Outside of these times, our front office is not staffed and this policy does not apply.</p>
<p>Definitions</p>	<p><i>Child-related work:</i> As defined by the Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.</p>
<p>Implementation</p>	<p>Berwick Fields 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.</p> <p>Berwick Fields 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 <i>Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct, Volunteers Policy</i>.</p> <p>From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:</p> <ul style="list-style-type: none"> • 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

Sign in procedure

All visitors to Berwick Fields Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Sign in on the iPad and record their Lanyard Number, First Name, Last Name, Reason for visit, Tick Covid19 boxes, Signature, Working with Children's Name (when required), WWCC Number (when required)
- 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 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, Child Safe, 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

Berwick Fields Primary School will ensure that our school's Child Safety Code of Conduct are available and visible to visitors when they sign in.

COVID-19 vaccination information

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](#)

Working with Children Clearance

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

All visitors who are engaged in child-related work (see definition above) must have a valid WWC Clearance.

In some circumstances, visitors to Berwick Fields Primary School who are not engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Berwick Fields Primary School will require a valid WWC Clearance for:

- visitors who will be working regularly with children during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- visitors (e.g. contractors), who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied

by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance. 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

On occasion, Berwick Fields Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Berwick Fields Primary School 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 objectives
- ensure that any proposed visit, 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) - delete this if your school does not offer SRI] and is consistent with the values of public education, Department policies and the Education and Training Reform Act 2006 (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech and association
 - the values of openness and tolerance
 - respect for the range of views held by students and their families.

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.

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 [insert the school's procedures for managing parents/carers restricted from attending the school e.g. 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.]

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.
Communication	<p>This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]:</p> <ul style="list-style-type: none"> • Available publicly on our school's website • Included in induction processes for relevant staff • Made available in hard copy from school administration upon request
Related Policies and Processes	<p>Berwick Fields Primary School Policies:</p> <ul style="list-style-type: none"> • Child Safe Code of Conduct • Child Safety Policy • Child Safety Reporting and Responding Policy • Child Safe Risk Assessment • Student Wellbeing and Engagement Policy • Volunteers Policy <p>DET Policies:</p> <ul style="list-style-type: none"> • Child Safe Standards • Visitors in Schools • Contractor OHS Management