

**Rationale**

To ensure parents and guardians partner in their children's development and create strong partnerships with community services, schools, businesses and the wider community.

**Policy Statement**

Glenroy Central Primary School provides an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in section 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.

**Types of Visitors**

Visitors can include (but are not limited to) the following:

- prospective parents and employees
- invited speakers
- sessional instructors
- representatives of community, business and service groups, local members of parliament
- those who are conducting business such as: uniform suppliers, booksellers, official school photographers, commercial salespeople, trades people, children's services agents

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe)

**Approvals**

On the basis that schools are not public places, but are public educational institutions, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours. When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- the educational merit and potential benefits of the visit
- the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students

- whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular (apart from Special Religious Instruction, delivered in accordance with the *Education and Training Reform Act 2006* (Vic))

### **Implementation**

- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek prior approval of the Principal prior to attending the school.
- Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.
- All visitors are required to report to the administration office prior to undertaking any activity within the school.
- The school will assess and verify the suitability of visitors who will work with students. 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 the school support their claim to an exemption.
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times.
- Visitors are required to sign a Visitors Book and will be assigned a "Visitor" pass which they must wear at all times within the school.
- At the end of their visit, visitors will return their pass and sign out in the Visitors Book.
- Visitors who fail to follow directions will be directed to the Administration Office.
- 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.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.