

	<p>FRANKSTON PRIMARY SCHOOL</p> <p>Visitors Policy</p>	<p>Developed 2018 Review: 2021</p>
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RATIONALE

Frankston Primary School seeks 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.

AIM

- To provide a safe and secure environment for students and staff
- To establish protocols and procedures that effectively monitor and manage visitors to the school.

PURPOSE

Schools must develop controls and procedures to effectively manage visitors to our school.

The Principal must:

- Implement Department and school level policies and procedures
- Be responsible for visitors allowed into school
- Ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- Ensure that visitors where required have the appropriate approvals to work with children
- Ensure that any programs or content delivered by visitors (other than Special Religious Instruction) complies with the requirement that education in Victoria government schools is secular
- 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.

IMPLEMENTATION

Types of Visitors

Visitors to the school may include prospective parents and employees, those who are addressing learning or developmental needs such as parent and community volunteers, invited speakers, businesses employed for school incursions, representatives of the community, those conducting business such as uniform suppliers, booksellers, official school photographers, commercial salespeople, trades people, children's services agents, Department of Health and Human Services Child Protection Workers, Victoria Police, and persons who are authorised to enter on to the school premises for a specific purpose such as Worksafe – all of whom may enter Frankston Primary school grounds during the school office hours of 8am to 4.30pm Monday to Friday.

Visitors do not include staff members, students, and parents/carers acting in their capacity as parents/carers delivering or collecting children at the start, during or the end of the school day.

Procedures

- Frankston Primary School requires all visitors arriving and departing during school hours to use a visitors book/sub-contractors book to record their name/business, signature, the date and time of arrival and departure, and the purpose of the visit
- All visitors to Frankston Primary are required to wear a 'Frankston Primary School Visitor' lanyard
- Frankston Primary School staff will carry out procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally a Working with Children Check (WWC Check)
- Frankston Primary School staff when planning will ensure that 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)
- Frankston Primary School staff will ensure that 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 elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance
- The Frankston Primary School Visitors Policy shall be communicated to our community through our school website.

In considering visitors onsite at Frankston Primary School, the Principal shall consider:

- schools are not public places
 - the safety of students and staff
 - potential risks posed by visitors
 - the requirements for paid or volunteer workers to have a Working with Children Check.
- Safety needs**
- categories of visitors that will be allowed into the school and on what conditions
- Visitors purpose**
- potential benefits of different types of visits
 - whether the proposed visit is appropriate for young people (in the relevant age group)

Visitors purpose continued

- whether the proposed visit, programs or content to be delivered is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006 (Vic)*
- whether a distinction should be made between the protocols applying to:
 - community-based, not-for-profit groups
 - visitors with commercial, advertising or marketing purpose
- the potential for a visitor or the content of their program/presentation to cause controversy within the school or broader community.

Educational merit

- whether the proposed visit is:
 - for an educational purpose
 - consistent with curriculum objectives
- the reorganisation of school programs or routines required in relation to the potential benefits to the students
- the appropriate use of Department resources, including teachers' time.

Legal requirements

- legal considerations and Department policies concerning:
 - privacy
 - photographing of students
 - mandatory reporting
 - Children First - promoting and protecting the rights and well-being of children
- delivery of Special Religious Instruction.

Working with Children Check (WWCC)

- the suitability of visitors who will be in a location where children move freely about, learn and play
- whether an exemption to the Working With Children Check applies to a visitor
- the evidence provided by the visitor to support their exemption due to their occupation.
- how to impose conditions on visitors, if required

Procedures

- how to manage and maintain a written record of all visitors
- circumstances for visitors to be accompanied by a member of staff
- the familiarisation with school routines, including the emergency management plan, required for regular visitors
- requirements for parental permission for students to participate in programs or related activities delivered by visitors

Related Policies

- DET School Policy Advisory Guide – [Visitors in Schools](#)
- Skye Primary School – [Working with Children Check Policy 2017](#)
- Skye Primary School - [Child Safe Policy 2017](#)

Related Legislation

- Education and Training Reform Act (Vic) 2006
- Ministerial Order 141
- Working with Children Act 2005

DEVELOPED	2018
PRINCIPAL	Renée Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school's three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.