



## VISITORS TO SCHOOL POLICY

### PURPOSE

To explain to parents/carers, students and staff the processes Ringwood North Primary School will follow to safely manage the presence of visitors in the school while maintaining the school's commitment to welcoming and collaborating with family and community for the benefit of student learning.

### SCOPE

This policy applies to both infrequent and regular visitors to the school, including:

- parents, carers and grandparents volunteering their time to assist at school or with school activities such as excursions, sporting events or camps;
- volunteers, pre-service teachers, pre-service support staff and assistant teachers who are not employees;
- instrumental teachers, tutors, and allied health specialists; and
- contractors, suppliers and DET corporate staff.

This policy does not apply to:

- parents, carers or other family members involved in the task of collecting from or delivering students to the school;
- visitors who are spectators at a school event held outside school hours (for example: concerts, graduation ceremonies and school fetes); and
- visitors who are spectators at a school event held during school hours that has only been promoted to family members and visitors can reasonably be expected to consist of family members (for example: Prep orientation barbeque, school assembly, Grandparents' day, sports events).

### POLICY

Ringwood North Primary School is committed to maintaining a safe and welcoming environment. The safety of students at the school is of critical importance and effective management of those people present in the school is key to achieving this. Likewise, visitors to the school must feel at all times that the school environment is safe and have access to the information they require to achieve this.

- 1.1. All visitors are required to report to the administration office prior to undertaking any activity within the school, where they will be required to 'sign in' and acknowledge that they have read and will comply with the school's Child Safe Code of Conduct. Similarly, visitors are required to report to the administration office at the end of their visit to 'sign out'. See attached: Visitor Sign in Procedure for details of this procedure.
- 1.2. Maintenance contractors will also be required to be entered into the contractors register and supply any required documentation for the work being completed, such as SWMS, JMS or Air Quality Clearance forms.



- 1.3. Visitors within the school who have failed to follow this process will be reminded to do so by a member of staff.
- 1.4. Office staff will direct all visitors to health and safety information required to ensure a safe work environment, this will include but is not limited to: emergency evacuation instructions, Hazardous materials warnings, including asbestos, and OHS reporting procedures. Visitors will also be provided with appropriate directions by the office staff and will be made aware of any construction works or issues that may impact upon their safety or comfort whilst in the school grounds.
- 1.5. The above mentioned process for managing and monitoring visitors will be published in the school newsletter, and signs directing visitors to the office will be placed at the school entrance.
- 1.6. Under the Summary Offences Act 1966, the Principal or nominee has the authority to prohibit any potential visitor from entering or remaining within the school, and has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- 1.7. The emergency management plan and procedures will ensure that visitors within the school at the time of any emergency or practice drill will be identified and be appropriately catered for.
- 1.8. Visitors can expect: a safe and well-managed workplace; meaningful work experience with appropriate direction, supervision and training; to be treated respectfully by students and staff.
- 1.9. Visitors to the school are expected to:
  - 1.9.1. Understand and comply with the school's Child Safe Code of Conduct.
  - 1.9.2. Display a visitor pass and Working with Children Check or pre-service teacher identification pass at all times.
  - 1.9.3. Treat all persons associated with the school with respect and courtesy.
  - 1.9.4. Wherever possible, make appointments in advance rather than expecting to obtain an interview immediately should they wish to speak to a member of staff.
  - 1.9.5. Leave the school grounds if requested by the Principal or nominee.
  - 1.9.6. Comply with Government Legislation in regards to no smoking or alcohol on school grounds.
  - 1.9.7. Allow staff to supervise, investigate and manage students without interference.
  - 1.9.8. Discuss issues or concerns about the school, staff or students through the correct procedures.
  - 1.9.9. Request permission to enter the school from the office
  - 1.9.10. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed



- 1.9.11. Act as positive role models for all students
- 1.9.12. Work under the professional direction of staff, following school policies.
- 1.9.13. Maintain confidentiality
- 1.9.14. Report any issues of concern to staff (and not directly intervene).

1.10. The principal (or nominee) may order a person to leave the school premises if they reasonably suspect that the person:

- 1.10.1. Has used or is about to use threatening, abusive or insulting language, or threatening or violent behaviour towards any person on the school premises
- 1.10.2. Has committed or is about to commit an offence and is therefore not abiding by the "conditions of use" for entry to the school premises
- 1.10.3. Has brought onto school premises any item that is prohibited
- 1.10.4. Has or is about to adversely affect the safety or welfare of persons on the school premises; or
- 1.10.5. Has or is about to cause damage to property that comprises or is located at the school premises
- 1.10.6. Has otherwise disrupted or is about to disrupt approved activities on the school premises
- 1.10.7. Has entered school property without authorisation

## **FURTHER INFORMATION AND RESOURCES**

### **Related Policies and Policy Documents:**

- Child Safe Policy [Link](#)
- Child Safe Code of Conduct [Link](#)
- Working with Children's Checks Procedure of Record Keeping [Link](#)

### **Resources:**

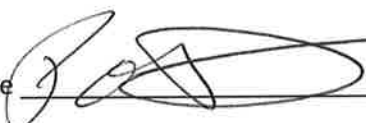
- PROTECT Children (DET website) [Link](#)
- VRQA - Child Safe Standards for Schools [Link](#)

## **REVIEW CYCLE**

This policy was last updated on 27-MAY-2018 and is scheduled for review in MAY 2020.

This policy requires School Council ratification.

School Council President:

Signature  Date 24/05/2018



## **APPENDIX A: VISITOR SIGN IN PROCEDURE**

1. All visitors must report to the office before commencing their role or duty at the school.
2. Visitors will be asked to sign into the 'Visitor's register' using the school's Vpass system.
3. All visitors will be required to acknowledge that they have read and agree to comply with the school's Child Safe Code of Conduct (a copy of the code and the Child Safe Policy will be available to all visitors; parents will have access any time to the code of conduct via the school's student management system, Compass).
4. In accordance with the school's Child Safe Policy and this policy (CSS\_Visitors to School), all visitors over the age of 18 will be requested to supply a current Working with Children Check. A copy of this will be taken and the expiry date noted in accordance with the documented office procedure: 'Working with Children's Checks Procedure of Record Keeping'.
5. Visitors will be supplied with a lanyard and visitor's pass. All visitors are expected to display both their Visitor Pass and Working with Children Check card (not a copy) when in the school.
6. If, for any reason, a visitor is unable or unwilling to complete either of these two functions (2.3 and 2.5), they will be asked to leave the premises.
7. Current employees with the Department of Education and Training (DET) who have a current NHCR are permitted to wear their name badge in place of a WWCC but should still display the Visitor's Pass.
8. International educators visiting the school will be unable to supply a current WWCC. In these circumstances, the visitors will be accompanied and supervised at all times by teaching staff or school leadership.