

# **WPS – VISITORS TO SCHOOL POLICY**

**For period: June 2016 – June 2019**

## **Rationale:**

Wandong Primary School's "Visitors to School" policy has been developed to ensure that student safety and privacy are paramount considerations when the school receives visitors, whilst keeping any potential risks associated with visitors at school to a minimum.

**Definition of a visitor:** For the terms of this policy, a visitor is considered to be an unpaid or paid worker, and includes guests to the school, tradespeople, guest speakers, contractors, incursion operators and classroom helpers and special visitors.

## **Purpose:**

The purpose of the "Visitors to School" policy is to outline the categories of visitors that will be allowed into the school and the conditions under which potential visits will occur.

It outlines the procedures for arrival and departure of all visitors, and is clearly consistent with our educational curriculum objectives and supports the values of public education.

The Policy also recognises the purpose of the school as an educational facility, not a public place.

## **Implementation:**

In outlining the implementation stages, it is recognised that the requirements of the "*Working with Children Act 2005*" states that all paid or volunteer workers are required to have a Working with Children Check.

### **Selection of suitable visitors to the school:**

- Proposed visitors must be discussed by staff with the Principal to ascertain the benefit of the visit occurring. Benefits must include either an educational, welfare or morale based outcome for students
- When deciding upon proposed visitors, consideration will be given to whether or not the person/group is a community based or for profit organisation
- The potential of visitors to cause controversy within the school or broader community will be paramount in this decision making as will be the level of disruption to the regular school routine
- The safety of students, staff and visitors in the event of a school emergency will be ascertained
- Privacy related issues, such as photography of students and students' rights and responsibilities will be considered. This may include written permission for specific photography. (Please note: Upon enrolment, parents do complete forms related to photography of students under general circumstances, indicating areas of media through which such photos can be accessed.)

## **School Procedures:**

### **Arrival of visitors with an educational, welfare or morale related purpose**

- All school visitors are required to sign in at the office in the "Visitor's Register", completing the sections related to arrival time, location and purpose of visit
- All visitors must then collect a numbered "Visitor's badge" and write the appropriate number in the "Visitor's Register"
- Visitors will then be escorted, or directed, to the staff member organising the visit

### **Arrival of visitors with a work related purpose (eg Contractors)**

- All school visitors are required to sign in at the office in the "Visitor's Register", completing the sections related to arrival time, location and purpose of visit
- Visitors must then collect a numbered "Visitor's badge" and write the appropriate number in the "Visitor's Register"

- Office staff will then hand over the Wandong Primary School Contractor Handbook and go through the Contractor Management Checklist
- Contractors will then sign the “Contractor Work Register” and the SWMS – Safe Work Method Statement.
- Contractors will then be escorted to the work site

**All visitors, including contractors, will be provided with a copy of the Incident Procedure (Evacuation) plan**

***PLEASE NOTE: In the instance of a whole school event, whereby students are under the supervision of class teachers, (ie open days, school assembly), and visitors are at the school for the purpose of the said event, they will not be required to sign in through the office.***

Departure of Visitors

- Having completed the purpose of the visit, all visitors will be escorted or directed to return to the school office and sign themselves out in the “Visitor’s book”
- Numbered badges will be placed into the badge container
- Visitors will then leave the school grounds (with the exception of parents or guardians collecting students.)

If the visitor is a contractor, the following will occur in addition to the steps mentioned above:

- A member of the administration team (office staff or Principal) will check the worksite for hazards prior to the contractor leaving the school site
- A member of the administration team will then sign out the contractor
- The contractor will then leave the school site

**Informing parents:**

Whenever possible, parents will be informed of impending visitors to the school, through the school newsletter and if appropriate through personal letters from the school.  
(Such letters will be relevant in any cases when parent consent for inclusion in activities is required.)

**Talent Scouts:**

Whilst the school supports the practice of facilitating contact with students by any of all potential range of organisations (including children’s choirs, drama groups, sporting associations, film companies and modelling agencies,) the school is of the view that this should occur outside of school hours, conducted by parents.

**Visiting Speakers:**

Wandong Primary School recognises that visiting speakers have the opportunity to directly influence students. To ensure such influence is kept to a minimum, the staff member organising the visit will ensure he/she has an outline of the content to be presented.

In the event of a staff member believing the speaker is overstepping the content outline, he/she will request the speaker to cease the presentation and contact the Principal. The Principal will make the operational decision as to whether a speaker may continue or not with the presentation.

Presenters will be briefed on the nature of the school and its community and should be prepared to respect the range of views held by the students and their families.

**Evaluation:**

This policy will be reviewed every three years as part of the Wandong Primary School cyclic policy review process.

**CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 6<sup>th</sup> day of June 2016.

Signed:..... Signed: .....

School Council President

School Principal