



PUPROSE

To provide a safe and secure environment for students, staff and visitors. To establish protocols and procedures that effectively monitors and manages visitors without compromising the open and inclusive nature of the school.

AIMS

We seek to provide 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.

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction, delivered in accordance with legislative and Department requirements).

DEFINITIONS

Visitors to the school are defined as all people entering school grounds during school hours 8.45am to 3.45pm Monday to Friday other than staff members and students.

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

- Parents/Guardians visiting the school for purposes other than delivering or collecting children at the start or the end of the school day
- prospective parents and prospective employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers (including working bees)
 - invited speakers e.g. incursion presenters
 - 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
 - talent scouts
 - instructors providing Special Religious Instruction (SRI)

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 or Environmental Health officers).

DUTY OF CARE

Principals and teachers have duty of care to their students. The duty requires principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is non-delegable, meaning that it cannot be assigned to another party.

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.

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.

The school will assess and verify the suitability of visitors. 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 eg a VIT Card.

IMPLEMENTATION

- 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 a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school when children are in attendance. Volunteers in classrooms are to wear a helper lanyard with their Working With Children Check in the lanyard. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Visitors within the school who have failed to follow this process will be directed to the Administration Office.
- The schools 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.
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal or assistant 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.

MAINTAINING STANDARDS

Working With Children Check Register – Procedures

- Photocopy Parent WWCC cards
- Write children's names on the photocopy for cross referencing.
- Enter details on WWCC register within 7 days and file in WWCC folders
- Enter all WWCC letters from Department of Justice within 7 days and remove photocopies from file once Department of Justice letters arrive.



Followups.

- At the start of each term sort the WWCC register to show cards that will be expiring during the term. Send a pro- forma letter advising these parents cards are about to expire.
- Any expired cards from the Term before that have not been updated, send a pro forma letter requesting new card details. Highlight these people on the register. If no details provided by the end of the next term, delete the WWCC information from the register.
- At the start of each school year sort the WWCC register to show children who have left the school. Delete WWCC cards for those parents..
- At the start of each school year for Prep families with older siblings attending PHPS, copy the WWCC card details into the Register.

EVALUATION

This policy will be reviewed at least annually.