



# OAKLEIGH PRIMARY SCHOOL

## VISITOR POLICY

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Oakleigh Primary School.

This policy describes the requirements and procedures that need to be followed by visitors to Oakleigh Primary School. Only visitors complying with this policy are permitted on school grounds.

### SCOPE

This policy applies to any visitors who may attend school grounds, including:

- between 8:30am and 4:30pm on school days, when the front office is staffed to monitor/receive visitors at reception;
- Or at any other times (see Out of Hours Visitors).

### DEFINITIONS

*Child-related work:* As defined by the *Working with Children Act 2005* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

### POLICY

Oakleigh Primary School strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Oakleigh Primary School is not a public place. The Principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's Vision and Values, Embedding a Culture of Child Safety Policy, Child Safety Policy, Child Safety Code of Conduct Policy, and our Duty of Care Policy.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Casual Replacement Teachers
- Student teachers on placements
- Volunteers – see our school's Volunteer Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)

- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (e.g. WorkSafe inspectors, health officers etc)
- Other Department of Education and Training staff (including Allied Health staff) or contractors
- NDIS therapists or other Allied Health or health practitioners

### Sign in Procedure

All visitors to Oakleigh Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must

- Identify who they have come to visit (purpose), their name and contact details on a tablet device via an iPad app located at the front desk.
- Provide proof of identification to office staff upon request.
- Produce their valid Working With Children Check where required by this Policy (see below).
- Wear a Visitor/CRT/Student Teacher lanyard at all times.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Code of Conduct, Inclusion and Equity Policy, Anti-Harassment Policy, and Department's Workplace Bullying Policy.
- Return to the office upon departure, sign out and return visitor's lanyard.

Oakleigh Primary School will ensure that a copy of our school's Child Safety Code of Conduct Policy is available to visitors when they sign in.

### Requirements for visitors to produce a valid Working With Children Check Card

For working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Visitor Policy.

All visitors who are engaged in **child-related work** (see definition) must have a valid WWCC.

In some circumstances, visitors to Oakleigh Primary School who are **not** engaged in child-related work may also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Oakleigh Primary School will require a valid WWCC for:

- **visitors (e.g. contractors)**, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Further background checks, including references, may also be requested at the discretion of the Principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour, hygienist service provider) will not be required to have a WWCC.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC, but may be asked to verify that they are sworn officers by providing proof of identification.

### **Invited Speakers and Presenters**

On occasion, Oakleigh Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Oakleigh Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - elected government
  - the rule of law
  - equal rights for all before the law
  - freedom of religion
  - speech and association
  - the values of openness and tolerance
- respect the range of views held by students and their families.

### **Parent Visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

### **Other Visitors**

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

### **Out of Hours Visitors**

The only visitors who are permitted on school grounds before 8:30 am or after 4:30pm are parents/carers (or their delegates) who are dropping off or picking up students from Outside School Hours Care, attending school events such as parent teacher interviews, concerts, sport or other

school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

Special arrangements may be made with contractors who have been employed by the school to complete work.

The procedures for accessing the school out-of-hours for these purposes are defined in the agreements or other information provided specifically for each of these purposes.

## RELATED POLICIES AND RESOURCES

The following policies are available on the school website under *For Parents* tab.  
<https://www.oakleighps.vic.edu.au/policies-1>

Oakleigh PS Child Safety Policy

Oakleigh PS Child Safety Code of Conduct Policy

Oakleigh PS Duty of Care Policy

Oakleigh PS Volunteer Policy

Our Vision and Values <https://www.oakleighps.vic.edu.au/school-vision>

## REVIEW PERIOD

This policy was last updated on 20<sup>th</sup> May 2021 and is scheduled for review on 2025.

## Suitability Check Flowchart for Schools

