



# Visitors Policy



## Help for non-English speakers

If you need help to understand the information in this policy or require it in an alternative format please contact our school administration team.

## PURPOSE

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

## SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception, including parents/carers and contractors. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from our Outside School Hours Care provider Camp Australia, school events such as parent/carer and 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.

## DEFINITIONS

*Child-related work:* As defined by the *Worker Screening Act 2020 (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

Streeton 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.

Streeton 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 *Statement of Values and School Philosophy*, *Child Safety Policy*, *Statement of Commitment to Child Safety*, *Child Safety Code of Conduct and Volunteers Policy*.

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

- Parents/Carers

- Volunteers – see our school’s Volunteers Policy for more information
- Prospective parents/carers, 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
- Talent scouts
- Department of Families, Fairness and Housing 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 Streeton Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in visitor’s book and computer system
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff and Statement of Values and School Philosophy
- Return to the office upon departure and sign out.

### Working with Children Clearance and other suitability checks

For Working with Children Clearance and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

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

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **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.

All visitors to Streeton Primary School will complete an Induction Session conducted by the school Principal or a staff member nominated by the school Principal.

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/carer on a school tour) will not be required to have a WWC Clearance.

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

### **Invited Speakers and Presenters**

On occasion, Streeton 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 Streeton 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 for the range of views held by students and their families.

### **Parent/Carer 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/carers 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/carer and teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school procedures for managing parents/carers restricted from attending the school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

## **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.

## **TRAINING AND INDUCTION**

Under the Child Safe Standards visitors must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, visitors must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when visiting our school.

## **NDIS Funded Therapy in Schools and other therapists**

Therapies funded by the National Disability Insurance Scheme are related to the student's functional whole-of-life support needs, and not for educational purposes. The responsibility for therapy for educational attainment remains with the education system. On this basis, schools should continue to employ therapists and access therapy from Student Support Services to provide educational supports.

### **Funded therapy on school grounds**

The school Principal may receive requests for NDIS funded therapists to deliver therapy on school grounds.

The department is committed to supporting NDIS participants and their families to optimise the benefits offered by the NDIS. Consistent with this commitment, Victorian Government schools are encouraged to accommodate students and their parents/carers exercising choice and control in relation to NDIS supports.

On this basis, requests for NDIS funded therapy to be delivered at school should be approved unless the specific circumstances raise practical, legal and/or educational issues that make the approval of the request unfeasible or unreasonable.

When deciding whether to approve a request for NDIS funded therapy in schools, the school Principal should consider a variety of factors including:

- individual circumstances of the student
- student access to the curriculum
- Child Safe Standards and duty of care
- practical and administrative capacity
- anti-discrimination obligations.

Ultimately, the decision rests with the school Principal.

The NDIS will fund a range of specialised supports for school-aged children with a disability. However the NDIS does not:

- replace or duplicate the responsibilities of the education system
- fund therapy for the purpose of enabling a student to access their education.

In accordance with relevant anti-discrimination laws:

- Schools remain responsible for providing 'reasonable adjustments' to ensure that students with disabilities are able to access their education on the same basis as their peers.
- Schools are legally obliged to provide these reasonable adjustments, regardless of whether or not a student is also receiving NDIS support.

There is no legal obligation on the Principal to approve a request for NDIS funded therapy. This is because NDIS funded therapy is generally not required to enable the student to access their education.

Principals will finalise their response to therapy requests on a case by case basis following a consistent 3-step process.

### **Step 1 – Gather information**

The Principal asks the therapist and parent(s)/carer(s) about the therapy proposed to be provided at school, and the reasons for this request.

### **Step 2 – Make and communicate decision**

The Principal considers the request in light of all relevant factors and makes a decision as to whether the therapy can be provided on school grounds. This decision is communicated to the therapist and parent(s)/carer(s).

### **Step 3 – Practical arrangements**

If the Principal approves the therapy to be provided at school, appropriate arrangements are put in place. This includes ensuring relevant forms, agreements and inductions are completed by the therapist.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## **RELATED POLICIES AND RESOURCES**

### **Streeton Primary School's policies:**

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety Policy
- Respect for School Staff Policy
- Workplace Bullying Policy
- Sexual Harassment Policy
- Statement of Commitment to Child Safety

- Child Safety Code of Conduct

**Department Policies:**

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- <https://www2.education.vic.gov.au/pal/ndis-funded-therapy/policy>

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	06/02/2023
Consultation	Consultation with School Council is recommended 20/02/2023 Other Consultation – Staff via staff meetings
Approved by	Principal
Next scheduled review date	Review cycle for this policy is 2 years – February 2025