

Visitors in Schools Policy

Purpose

To ensure schools effectively manage visitors to school premises.

Types of visitors

Typical visitors to schools may include, but are not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
- children's services agents
- talent scouts

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police, see: Police and DHS Interviews
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers). In such cases school procedures should set out:
 - the process for checking the identification and authorisation of such persons
 - the process for recording their attendance
 - who should facilitate their entry on to the school premises in a manner consistent with the authorisation

All visitors arriving and departing to Beaconsfield Primary School during school hours use a visitors' book to record their name, their signature, the date and time, the purpose of the visit.

Considerations

Safety needs

- schools are not public places
- the safety of students and staff
- potential risks posed by visitors
- the requirements for paid or volunteer workers to have a Working with Children Check.

School Name / Department Beaconsfield Primary School		Policy name Bullying Policy	
Owner: Gary Methven	Approved by:	Date:	Page 1 of 3

Considerations

- categories of visitors that will be allowed into the school and on what conditions
 - potential benefits of different types of visits
 - whether the proposed visit is appropriate for young people (in the relevant age group)
 - whether the proposed visit is consistent with the values of public education
 - whether a distinction should be made between the protocols applying to:
 - community-based, not-for-profit groups
 - visitors with commercial, advertising or marketing purpose
 - the potential for a visitor to cause controversy within the school or broader community.
- Visitors purpose**
- whether the proposed visit is:
 - for an educational purpose
 - consistent with curriculum objectives
 - the level of disruption to the functioning of the school in relation to the potential benefits to students
 - the appropriate use of Department resources, including teachers' time.
- Educational merit**

legal considerations and Department policies concerning:

- privacy
 - photographing of students
 - mandatory reporting
 - Children First - promoting and protecting the rights and well-being of children.
- Legal requirements**
- how to communicate policies and procedures to staff, visitors and community
 - how to impose conditions on visitors, if required
 - circumstances for visitors to be accompanied by a member of staff
 - visitors will be required to wear a visitors badge or lanyard displaying their Working with Children
 - the familiarisation with school routines, including the emergency management plan, required for regular visitors
- Procedures**

School Name / Department Beaconsfield Primary School		Policy name Bullying Policy	
Owner: Gary Methven	Approved by:	Date:	Page 2 of 3

Visiting speakers

Beaconsfield Primary School will:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- respect the range of views held by students and their families

School Name / Department Beaconsfield Primary School		Policy name Bullying Policy	
Owner: Gary Methven	Approved by:	Date:	Page 3 of 3