

## **Park Ridge Primary School Visitors Policy June 2025**

### **Purpose**

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Park Ridge 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 8:15am to 4:30pm, Monday to Thursday and 8:15am to 4:00pm on Fridays. Outside of these times, our front office is not staffed and this policy does not apply.

### **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**

Park Ridge 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.

Park Ridge 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 Vision and Values*, *Child Safety Policy*, *Statement of Commitment to Child Safety*, *Code of Conduct*, available on the school's website under the Policies tab.

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, 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 Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners.

### **Sign-In Procedure**

All visitors to Park Ridge 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, phone number, date and time of visit and purpose of visit in the Compass Management System Console.
- 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's lanyard at all times.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safety Policy*, *Code of Conduct*, *Bullying Prevention Policy*, *Respect for School Staff*, *School Vision and Values*.
- Return to the office upon departure, sign out and return the visitor's lanyard.

Park Ridge Primary School will ensure that our school's *Child Safety Policy*, *Code of Conduct/Child Safety Statement of Commitment* are available and visible to visitors when they sign in on the Compass Management System Console.

#### Requirements for Visitors to Produce a Valid Working with Children Check Card

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 Park Ridge 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. For example, Park Ridge 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 unsupervised work at the school during school hours or any other time where children are present. 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) 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 Check, but may be asked to verify that they are sworn officers by providing proof of identification.

#### Invited Speakers and Presenters

On occasion, Park Ridge Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Park Ridge 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). 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/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 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/induction and follow the sign in procedure outlined above.

### Related Policies and Resources

The following related policies can be accessed via the school's website, under the Policies Tab:

- *School Vision and Values*
- *Volunteers Policy*
- *Child Safety Policy*
- *Child Safety Risk Register*
- *Code of Conduct*

### 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

### Review Period

This policy was last updated in June 2025 and is scheduled for review in June 2027 as part of our school's policy review process or at such time that the Department of Education provides advice about required amendments to this policy.

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| <b>Policy:</b>          | Visitors   |                                      |                                 |
| <b>Date Approved:</b>   | June, 2025 | <b>Approved By:</b>                  | Education Committee / Principal |
| <b>Date for Review:</b> | June, 2027 | <b>Date Updated on Policy Index:</b> | June, 2025                      |