



NEWLANDS PRIMARY SCHOOL

VISITORS 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 Newlands Primary School.

Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:30 am – 4:00 pm, including parents, contractors, or external support people. Outside of these times, our front office is not staffed, and this policy does not apply.

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 direct contact with children that is incidental to the work.

POLICY

Newlands 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.

Newlands 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 Values and School Philosophy*, *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct*, *Volunteers Policy*.

From time to time, different members of the public may visit our school. Visitors 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
 - instructors providing Special Religious Instruction (SRI), see: [Special Religious Instruction](#)
- Other visitors may include:
- Department of Health and Human Services Child Protection Workers, and Victoria Police, see: [Police and DHS Interviews](#)

School policy and procedures

School policy and procedures regarding visitors to the school must, as a minimum:

- require all visitors arriving and departing during school hours to use a visitors book to record their name, signature, the date and time, and the purpose of the visit.
- include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play, see [Suitability Checks for School Volunteers and Visitors](#)
- ensure that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- ensure that policies and procedures are in place and available/visible to visitors including the requirement to abide by the school's child safety Code of Conduct
- ensure that emergency exits, and emergency management plans and procedures are available/visible to visitors
- ensure that any programs delivered by visitors are 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, freedom of speech and association and the values of openness and tolerance.

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check 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 Newlands 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, Newlands 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, Newlands 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, Newlands 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.

Related policies

- Photographing and Filming Students
- Suitability Checks for School Volunteers and Visitors
- Suitable Teaching and Learning Resources
- Supervision and Access
- Statement of Values

Department resource

- [Registration requirements for schools](#) - Visitors in Schools sample policy

Other resources

- [Department of Justice and Regulation - Working with Children Check](#)

Related legislation

- Education and Training Reform Act 2006
- Ministerial Order 145
- Working with Children Act 2005

REVIEW CYCLE

Policy last reviewed	April 2024
Consultation	School Council
Approved by	Principal
Next scheduled review date	May 2027