



VISITORS POLICY

Boroondara Park Primary School



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the main office on 9857 5157 or email at Boroondara.park.ps@education.vic.gov.au

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Boroondara Park 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 **9:00 a.m. - 3:30 p.m.** Students are likely to be present on the school grounds **before school from 8:45 a.m. and after school 3:45 p.m.** The office staff monitor/ receive visitors at reception **from 8:30 a.m. to 4:30 p.m.** 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 [Outside School Hours Care, 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.

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

Boroondara Park 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.

Boroondara Park 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct.*

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

- Parents
- 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 (eg Members of Parliament, local councillors)
- Persons conducting business eg: 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 (eg 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 Boroondara Park 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 utilising our PassTab iPad. Print off a label and attach it to a lanyard or directly on to their jacket/shirt.
- 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/name tag] at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc]
- Return to the office upon departure, sign out and return visitor's [lanyard/name tag]

Boroondara Park Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (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 Check.

Working with Children Check (WWCC)

In some circumstances, visitors to Boroondara Park Primary School who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular

circumstances of their visit. For example, Boroondara Park Primary School will require a valid WWCC 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 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, Boroondara Park 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, Boroondara Park 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.

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.

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

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempt. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers are vaccinated or medically exempted before entering school buildings.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

COLLECTING VACCINE INFORMATION FROM VISITORS AND VOLUNTEERS WORKING AT SCHOOLS

Schools are no longer obligated to collect and hold copies of vaccination certificates, provided they record details of the sighted vaccination information using a register that records:

- the name of the worker or individual accessing the site
- their vaccination status
- the name of the staff member who sighted the evidence
- the date the evidence was sighted
- the nature of that evidence (for example, COVID-19 vaccine digital certificate, immunisation history statement, or medical exception letter or certificate).

This information will be collected and stored through the school's main office.

VACCINATION REQUIREMENTS FOR PARENTS, CARERS AND OTHER VISITORS NOT PERFORMING WORK

Parents, carers and other adults who enter school buildings must have had at least one dose of COVID-19 vaccine and must have had two doses of COVID-19 vaccine by Monday 29 November 2021 or a valid medical exemption. The following limited exceptions apply:

- when attending to administer medical treatment to their own child when the treatment cannot be administered by the school
- when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer
- when attending for a short time that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar.

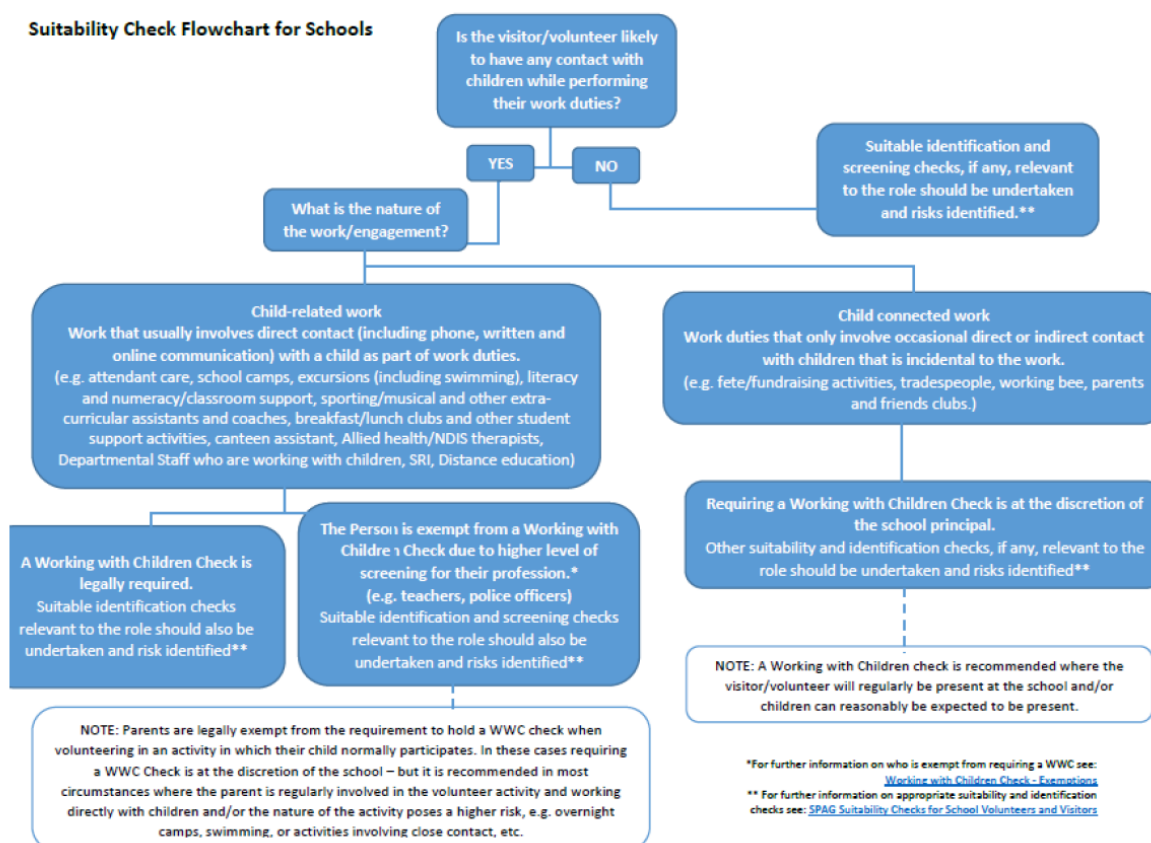
COMMUNICATION

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

Suitability Check Flowchart for Schools



RELATED POLICIES AND RESOURCES

Please view related local policies, including Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety Policy, Child Safety Code of Conduct found on Compass under School Documentation

REVIEW PERIOD

This policy was last updated on 18 November, 2021 and is scheduled for review on February, 2024.