

VISITORS TO SCHOOL POLICY

1 PHILOSOPHICAL BASIS

Birmingham Primary School is committed to encouraging an open, friendly and safe learning environment that actively welcomes visitors to the school, for the purpose of enhancing the functioning of the school and the learning outcomes of its students. The school encourages parents/guardians to take part in their children's development and to create strong partnerships with community services, schools, businesses and the wider community. Visitors to the school are defined as all people other than staff, students and parents/guardians involved in the task of delivering or collecting children at the start, during, or end of the school day. This policy ensures the school effectively manages visitors on the school premises.

2 GUIDELINES

Birmingham Primary School will implement a range of protocols and procedures to effectively monitor and manage visitors and ensure that the school remains a safe and secure environment for students and staff. The school will:

- Ensure that the safety and privacy of students and staff is the highest priority.
- Require all visitors to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and collect a "Visitors" badge to wear during their visit to the school.
- Require all visitors to report to the administration office at the end of their visit to return their badge and sign out in the "Visitors" book.
- Ensure the school has a record of all visitors in the event of a school emergency.
- Inform all staff of the requirements for visitors.
- Publish the process for managing and monitoring visitors in the school newsletter.
- Provide visitors with directions and make them aware of any construction works that may impact upon their safety or comfort.
- Escort prospective parents who wish to tour the school.
- Require that visitors do not take photos of children other than those in their own family without the permission of the Principal or their nominee.
- Require that paid visitors or volunteers, who work with children, help out in classrooms, other areas of the school (eg: canteen) or accompany staff and children on excursions, have a current Working With Children Check.
- Use its discretion to notify parents in advance of any visitors to the school and request for parental permission for students to participate in related activities when appropriate.
- Use its authority to invite or exclude people from using or being within the school boundaries during school, as well as outside of school operating hours.
- Require that any visitor who compromises the safety or privacy of students or staff, leave the premises immediately upon being asked to do so.
- Require that any breach of privacy, the photographing of children or their safety by a visitor to the school to be reported immediately to the Principal or Assistant Principals.

3 IMPLEMENTATION

All staff will be responsible for the implementation of the Visitors to School Policy. Specific roles will be:

- Administration staff to ensure that all visitors arriving at the office, follow the signing in and out procedure.
- Teachers are to be responsible for informing the Administration staff as well as the Principal or Assistant Principal of visitors to the school involving one class or more for cultural, educational or social purposes.
- External staff supporting the school, such as the Chaplain, Speech Therapists and Psychologists are viewed as regular visitors and should follow the normal sign in and sign out procedure. They should also liaise with the Assistant Principal on a visit by visit basis.
- Visiting consultants and specialists such as the Occupational Therapist and Physiotherapist, should liaise with the relevant classroom teachers and follow the normal sign in and sign out procedure.
- The policy also supports DEECD policies concerning privacy, the photographing of students and mandatory reporting. Any breaches to these policies will be investigated by the Principal or Assistant Principals.
- The policy is consistent with the requirements of the Working with Children Act 2005.

Considerations in forming this policy include:

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| Safety needs | <ul style="list-style-type: none">• 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. |
| Visitors purpose | <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">- 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. |

Educational merit

- 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.

Legal considerations and Department policies concerning:

Legal requirements

- privacy
- photographing of students
- mandatory reporting
- Children First - promoting and protecting the rights and well-being of children.

Procedures

- 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
- whether visitors will be required to wear a distinguishing badge
- the familiarisation with school routines, including the emergency management plan, required for regular visitors
- when parents will be notified in advance about visitors to the school
- requirements for parental permission for students to participate in related activities.

Typical visitors to schools include:

- 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 Departmental Policies and Resources:

(<http://www.education.vic.gov.au/school/principals/spag/>)

Supervision & Access Policy

Volunteer Checks

Suitable Teaching and Learning Resources

Requests for Information about students

Duty of Care Policy

Visitors in Schools Policy

4 BUDGET

The budget will have a range of income sources including the Program for Students with Disabilities budget and the Student Welfare budget, as well as Curriculum budgets. Visitors to school often have a voluntary component and may at times be self funded or funded by the School Council, for the provision of special initiatives.

5 EVALUATION

The Education Sub-Committee will review the policy within a three year cycle. School Council will be responsible for the ratification of the policy.

The policy was last ratified by the School Council: Tuesday 26th August 2014