



ASCOT VALE PRIMARY SCHOOL
No.2608

ASCOT VALE PRIMARY SCHOOL VISITORS IN SCHOOLS POLICY

Passed by SC August 17 2015

Rationale:

To increase experience of the cultural and social features of the community, the Department of Education and Training encourages schools to:

- ensure parents/guardians partner in their children's development
- create strong partnerships with community services, schools, businesses and the wider community.

Schools are encouraged to seek new opportunities to advance students' learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

Therefore, during school hours, the school community must be aware of all visitors who are on site and what the purpose of their visit is. It is a requirement that in cases of an emergency all personnel, including visitors who are within the school grounds must be accounted for.

Aim:

The aim of this policy is, at all times, to ensure the safety and wellbeing of our students, teachers, office administrators, parents and all visitors to Ascot Vale Primary School (AVPS) whilst on school premises.

It is important that all types of visitors attending the school are known and where necessary, noted that they are present and their purpose is understood and accepted by the appropriate personnel.

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
- 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.

Talent Scouts

From time to time, individuals, agents or representatives approach certain school wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.

In general terms, Ascot Vale PS does not encourage or support talent scouts to have access to our students during school hours as school council deems this not to be a primary function of our school. If deemed appropriate, we may provide information to parents/guardians in the relevant year levels about opportunities so that, if desired, independent contact can be made with talent scouts.

Visiting Speakers

Visiting speakers are in a particularly privileged situation in that they have the opportunity to directly influence students.

Where initiatives involve external presenters, invitations should generally come from the school, in accordance with its educational program, and not from groups wishing to use the school as a forum to advance their causes. Presenters must be well briefed about AVPS and its community, and should be prepared to respect the range of views held by students and their families. At AVPS, staff will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.

Operational Responsibility

The Principal team are responsible for the implementation of this policy and they have an operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions.

School Council Approval must be sought prior to any individuals or agents who are scouting the school community for any business activity.

The principal team should consider:

- safety needs
- visitors purpose
- educational merit
- legal requirement
- procedures

A copy of the current AVPS Emergency Management and Procedures Plan will be housed in the front of the Visitors book, and regular visitors will be made aware of this document. This plan will also be available in all classrooms, the staffroom, learning studio and community room.

Registration Procedures for Visitors

Parents & Community Volunteers

Parents or carers who help out in the classroom will be asked to sign a helper's record each time they help out. A copy of this will be housed in each unit's roll folder. A lanyard with VISITOR must be worn by parents, volunteers or carers helping out in the classrooms, learning studio, community and music room.

Invited Guests

Invited guests or speakers must register their arrival at, and departure from Ascot Vale Primary School (AVPS). There is a visitor's book where each visitor must complete and be issued with a Visitors Pass. This pass MUST be worn while at AVPS and returned

to the office upon departing the premises. A member of staff must be with the visitor(s) upon signing in.

General Visitors

As per invited guests, general visitors who are present during and after school hours must register their arrival at, and departure from Ascot Vale Primary School (AVPS). There is a visitor's book where each visitor must complete and be issued with a Visitors Pass. This pass MUST be worn while at AVPS and returned to the office upon departing the premises. A member of staff must be with the visitor(s) upon signing in.

Contractors

Contractors must sign in a separate contractors sign in book. Other information and OHS documentation will also be required before work or inspections can take place on site.

The Principal team will be made aware of all contractors and general visitors to the school prior to arrival date and it will be to their discretion whether visitors, will be accompanied by a member of school staff for part or their entire visit to AVPS.

Working with Children's checks

The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis. Not everyone who has contact with children needs a Working with Children (WWC) Check. Under the act, only people who are doing child-related work and who are not exempt need a WWC Check. This includes adult volunteers.

A Working with Children Card is provided by the Department of Justice. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.
- Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

If you are a parent volunteering in an activity in a classroom in which your child participates, or normally participates, you are exempt from needing a WWC Check. The principal team is responsible in ensuring everyone who requires a WWC check, has one.

References

- DEECD – Visitors to schools
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorschool.aspx#H2N10182>
- WWC check <http://www.workingwithchildren.vic.gov.au/home/>

Evaluation

This policy will be reviewed and updated every three years or if required– next in 2018.