



VISITORS TO SCHOOL POLICY

Schools must develop school level policies and procedures to manage visitors to the school. Visitors to our school need to follow some simple procedures to ensure the safety of our children, staff and all visitors:

- We require all visitors arriving and departing during school hours to use a visitor's book to record their name, signature, the date and time, and the purpose of the visit.
- Visitors will wear a badge, provided upon signing in.
- Visitors will adhere to and acknowledge the Child Safe Code of Conduct (required as per DET Ministerial Order 870 – Child Safe Standards, Standard 3)
- Will provide a current Working with Children's Check, if requested (see WWCC requirements in *Working with Children Act 2005* and amendments applicable from 1st August 2017)

Principals must:

- implement Department and school level policies and procedures
- be responsible for visitors allowed into school
- ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- ensure that visitors where required have the appropriate approvals to work with children
- ensure that any programs or content delivered by visitors (other than Special Religious Instruction) complies with the requirement that education in Victorian government schools is secular
- 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 the following, as outlined in s 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - freedom of speech and association
 - the values of openness and tolerance.

Rationale

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

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

Types of visitors

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
- 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](#)
- 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.