

### PURPOSE

- To provide protocols and procedures that effectively manage and monitor visitors to Kew East Primary School (KEPS) whilst not compromising the welcoming nature of our school or the learning experiences of students.

### POLICY GUIDELINES

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority so all procedures and considerations are based on this goal.
- The Department of Education (DET) recognises that parental involvement in the school and strong communities are critical to children's development and learning.
- Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for young people and helping them achieve academic excellence and a social conscience.
- Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools.
- Visitors are defined as all people other than staff, student and parents/guardians involved in the task of delivering or collecting students during the school day.
- Other visitors including prospective parents and employees, band tutors, employees of relevant service agencies, guest speakers, school photographers, trades people and commercial salespeople, local members of state and commonwealth parliaments, Department of Health & Human Services, Child Protection Workers and police, may also be present in the school.
- Visitors generally permitted to the school, are those who clearly serve and or support an educational purpose, those appropriate for our students in the relevant age group and those consistent with the values of public education.
- We seek to provide an open and friendly learning environment, which values and actively encourage visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff; and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- It is acknowledged that the school as an educational learning institution and not a public place and the safety and privacy of students and any potential risks posed to students is of prime concern.

### POLICY IMPLEMENTATION

- The school will at times facilitate contact with students by a potential range of organisations but these will be at negotiated and at convenient times. Consideration will be given to the activity and whether the activity is suitable for young students, whether student involvement will lead to experiences that enrich learning skills and development and complement their school education and whether the individual or organisation has an appropriate record in terms of 'duty of care'.
- Visiting speakers are in attendance by invitation only. They will be briefed about the nature of the school and its community and should be prepared to respect the range of views held by students and families.

# KEW EAST PRIMARY SCHOOL

## VISITORS POLICY

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- Parents will be informed of any formally organised speakers or visitors to classrooms and sign a consent form for such an activity.
- Guest speakers or other visitors that directly impact on students in the classroom or in their learning, safety or social wellbeing must be approved by the principal after consultation with the organising staff.
- The principal or delegated staff member has the operational responsibility in relation to what visitors are allowed into the school, including for what purpose and on what conditions. On making this decision to proceed with a visitor's presentation to students, a Principal or her/his delegate may need to investigate (due diligence) further as to the appropriateness of the person and content being presented. This may include seeking advice from DET's Legal Services Branch.
- At times, there may be sessions organised for interested students and or parents by approved organisations, using school facilities outside school hours by prior approval.
- All visitors are required to report to the office, prior to undertaking any activity within the school. They are required to sign a 'Visitor's Book' or Contractor's Sign in book and will be assigned a visitor's lanyard which they must wear at all times while in the school. On departure, visitors are required to report back to the office to return their lanyard and sign out.
- Visitors will be provided with directions and will be made aware of any construction works or anything else that may impact upon their safety or comfort.
- Any visitors to the school must have Principal approval or Principal's staff delegate's approval in relation to carrying out any works within the school.
- Contractors and visitors to the school may be required to have a current employee or volunteer Working with Children check at the direction of the Principal.
- Visitor contractors undertaking grounds and or building works must show proof of current up to date public liability insurance (minimum cover of \$10 million), workers' compensation and a Safe Work Method Statement that is relevant to the work being undertaken to the Workplace Manager and/or Management OHS nominee, prior to before commencing approved work in the school.
- Visitors within the school who have failed to report to the office will be directed to do so before proceeding any further with their purpose of being in the school.
- The school's emergency management procedures will ensure that visitors are advised of the emergency procedures in case of an emergency or practice drill when signing in at the office.
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any person from entering or remaining within the school; and also has the authority to invite or exclude people from using or being within the school boundaries outside of school operating hours.

### EVALUATION

- This policy will be reviewed in accordance with the School Council Policy Schedule or at the discretion of school council.

**Policy Area:**  
Management

**Ratified School Council:**  
June 2016

**Next Review: 2020**

