



Visitors POLICY

1. Rationale

Kororoit Creek Primary School is bound by the Education Department's Dignity and Respect Statement on discrimination which states that: Sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.

All employees, students, parents and visitors in schools and other DoE workplaces are expected to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in schools and other DoE workplaces are protected. The purpose of the policy is to assist the school to utilise visitors from the wider community appropriately, safely and within Department protocols.

To ensure a safe and supportive learning environment for all of our staff and students, disrespectful and unreasonable behaviour will not be tolerated.

2. Broad Guidelines

Definition

A visitor is defined as **any** person seeking to enter the school within school hours (8:30am – 3:30pm) who is not an employee of the school or is not a current student at the school.

This includes, but is not limited to **all** parents and carers.

Support/services provided by visitors **may** include:

- Enrichment and specialist support and knowledge for students. For example, speakers from industry, music/drama performances.
- Support for student health and well being. For example, non school based physiologists and counsellors, the Police.
- Non teaching support. For example, trades people.
- Support in 'special categories'. Appropriate special categories include the provision of canteen services, fieldwork experiences for pre service teachers or community placements.
- Volunteers. For example, Classroom Helpers, Interschool Sports Coaches, etc.

3. Implementation

Visitors are not to approach children, other than their own, for any reason without the permission of the Principal or their nominee

- 3.1 The school requires **all** visitors to report to the main Administration Office upon entering the school premises.
- 3.2 Visitors should enter the school through the gate on Tenterfield Drive and into the Office.
- 3.3 Once at the Office, visitors will be asked who they are, the purpose of their visit and who their school contact is.
- 3.4 Once a reason for the visit has been established then they will sign the Visitors Book and be given a Visitors or Parent Helper Pass. This pass must be visibly displayed by the visitor at all times during their visit.
- 3.5 At the end of the visit, the visitor will be asked to sign out and return the Pass.
- 3.6 Any person entering the school during school hours not willing to comply with the above mentioned visitors process will be asked to leave school grounds.

Kororoit Creek Primary School has a zero tolerance for any form of child abuse

- 3.7 In the event of an evacuation, the Visitors Book will be collected by the Office staff and brought out to the evacuation assembly area.
- 3.8 The staff member who has brought the visitor in or is physically closest to the visitor will assist the visitor with the evacuation as they would a student.

3.9 Staff Responsibilities

- Ensure that visitors and their presentation/work in the school comply with Department and school level protocols.
- Staff should inform the Principal and office staff of any visitors they are having come to the school, including the name, date, approximate time of the visit and a brief outline of the visit. This should then be recorded in the school diary and on the staffroom term whiteboard, and can then appear in the weekly planner/bulletin.
- Ensure that the visitor is signed in and out and displaying a Visitors Pass.
- Assist the visitor in knowing what to do in the event of an evacuation / lock down.
- Staff must **stop** any person who is not wearing a Visitors Pass and direct them to the Office.
- The Department's requirements and guidelines relating to preparation, safety and duty of care must be observed in the organisation of all visitors. Whenever a student – teacher relationship exists, the teacher has a special 'duty of care'. As part of that duty, teachers are required to supervise students adequately. Teachers must take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. This requires not only protection from known hazards, but also protection from those that could arise (those that the teacher should have reasonably foreseen)

3.10 Exemptions to the visitor process

- *Parents / guardians / relatives coming to collect students for normal pick-up at home time* entering the school grounds between 3:00pm and 3:15pm to wait for the home time bell will not need to follow the sign in process but are bound by all other areas of the Policy.
- *Emergency services people attending the school as a result of a current emergency* e.g. school fire; injured student requiring an ambulance will be exempt from following the policy as the first priority is dealing with the emergency call out.
- *Pre Service Teachers and people on placement will be considered as staff* for the duration of their placement but they are expected to sign in and out of the school each day.
- *Trades people working before or after the school hours will not be expected to use the sign in process.* They will, however, have to report to the Administration Office to let the Principal, Assistant Principal or Business Manager know of their presence in the school before reporting to the On-Site Service Assistant (OSSA).
- *Cleaners who are contracted by the school for the regular / daily cleaning service* will be exempt from the sign in / sign out process.

3.11 Talent scouts

From time to time individuals, agents or representatives approach certain schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities. Assisting such efforts to recruit students is not a primary function of schools.

If staff are approached by a talent scout type of person / organisation they should refer the matter directly to the Principal. Each approach will be considered on a case by case basis in conjunction with relevant stakeholders including the School Council.

3.12 Visiting speakers

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Visiting speakers are in a particularly privileged situation in that they have the opportunity to directly influence students. The school will make every effort to ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding. Where necessary, the school will assess and verify the suitability of visitors who will work with children. Generally the requirement is a working with children check.

Decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) (see below) after a suitable investigation (due diligence) has been conducted. A common sense approach is best with the welfare of students being paramount when deciding on the use of a guest speaker.

3.13 The delegated staff member

The delegated staff member can be the team leader or another staff member with experience in the subject or an Assistant Principal.

If there is any concern about the subject matter / content covered during a presentation then the teacher will inform the Assistant Principal / Principal as soon as possible. If the matter / subject content is likely to cause controversy then parents will be given prior written warning.

4. Related School based policies

- Student Engagement and Inclusion Policy
- Working with Children Policy
- Emergency Management Policy

Risk Management Strategy

All visitors to Kororoit Creek Primary School must comply with the
Visitors Policy

Swimming Program

Kororoit Creek Primary School is a PPP School which has a YMCA aquatic facility on-site. Qualified staff of this facility teach swimming to all students from Prep – Year 6 over thirty weeks of the school year for a half-hour session. Teachers of Kororoit Creek Primary School maintain duty-of-care for the students they are supervising at the facility during this time. Children are required to wear one piece, navy swimwear, however, we will ensure that we take into account the diversity and characteristics of the school community.

To minimize the risk of abuse to any child during their attendance at the facility the following action will be taken:

Parents, carers or guardians attending swimming:

- All parents/carers/guardians are to sign in and out of the pool area
- Only parents of children undertaking swimming at the pool will be able to attend sessions
- Parents/carers/guardians are instructed not to take photographs within the pool area
- Parents/carers/guardians are not to enter change facilities unless they are authorized by the teacher in charge or are a designated Parent Helper on that day

Parents, carers or guardians- Helpers:

- must have a current Working With Children Check
- must attend school based training prior to helping children with changing at the pool
- must not be a sole helper whilst children are in the changing rooms under any circumstances
- must always be accompanied by at least one other authorized person

Camps and Excursions

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Parents, carers or guardians attending any camps or excursions must have a current Working With Children Check and comply with all staff instructions and school policies and procedures.

Classroom Volunteers

Classroom volunteers must have a current Working With Children Check and have attended the Parent Helpers Program prior to working as a volunteers in the classroom and work within the constraints of the program.

5. Evaluation:

This policy will be reviewed as part of the school's Annual review cycle.

This policy was last ratified by School Council on 02 August 2016