

# School Visitors Policy

## Rationale:

To provide a safe and secure environment for students, staff and visitors and to establish protocols and procedures that effectively monitors and manages visitors without compromising the open and inclusive nature of the school.

## Aim:

- To provide an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.
- To ensure that any programs or content delivered by visitors meets Departmental standards.
- To create strong partnerships with community services, schools, businesses and the wider community.

## Definitions

- Visitors to the school are defined as all people entering school grounds during school hours 8.45am to 3.45pm Monday to Friday other than staff members and students.
- Visitors can include (but are not limited to) the following:
  - Parents/Guardians visiting the school for purposes other than delivering or collecting children at the start or the end of the school day
  - prospective parents and prospective employees
  - those who are addressing a learning or developmental need, such as:
    - parent and community volunteers ( including working bees )
    - invited speakers e.g. incursion presenters
    - sessional instructors
    - representatives of community, business and service groups
    - local members of parliament
  - 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)
- Other visitors may include:
  - Department of Health and Human Services Child Protection Workers
  - Victoria Police
  - Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

## DUTY OF CARE

Principals and teachers have duty of care to their students. The duty requires Principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is non-delegable, meaning that it cannot be assigned to another party.

On the basis that schools are not public places, but are public educational institutions, the Principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times. The school will assess and verify the suitability of visitors. The evidence required is a working with children check (WWC Check). However if a visitor's occupation exempts them from the

requirement to have a WWCC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption eg a VIT Card.

## **Implementation:**

- All visitors are required 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 will be assigned a “Visitors” badge which they must wear at all times within the school when children are in attendance. Visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors book.
- Volunteers in classrooms are to wear a helper lanyard and must adhere to all other procedures and requirements set out in the SPS School Helper Policy.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Where applicable, visitors will need to complete the attached “Visitor’s OHS Induction” prior to undertaking their activity within the school.
- Visitors within the school who have failed to follow this process will be directed to the Administration Office.
- The schools emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school Principal prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.
- A WWCC Check register will be kept and updated on an ongoing basis (refer to SPS Working with Children Check Policy)

## **Additional and Relevant Documents:**

- SPS Duty Of Care Policy
- SPS Child Safe Policy
- SPS School Helper Policy
- SPS Working with Children Check Policy
- School Policy and Advisory Guide
- <http://www.workingwithchildren.vic.gov.au>

## **Evaluation:**

This policy will be reviewed as part of the School’s three-year review cycle

**This policy was ratified by School Council in 2018.**

**This policy will be reviewed by School Council in 2020.**

# Volunteer OHS Induction Checklist

*The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction*

|  |                          |     |
|--|--------------------------|-----|
| <b>Workplace</b>   |                          |     |
| <b>Brief description of works</b>  |                          |     |
| <b>General OHS Induction – The Workplace Manager is to ensure that volunteers have been provided with the following information and/or instructions.</b>                         | <b>Provided</b>          |     |
| Department Health and Safety and Wellbeing (HSW) Policy  | <input type="checkbox"/> | Yes |
| Required conduct/behaviour   | <input type="checkbox"/> | Yes |
| Security access arrangements / Traffic Management Plan   | <input type="checkbox"/> | Yes |
| Introduction to First Aid Officer(s) and location of First Aid Room/Kits   | <input type="checkbox"/> | Yes |
| Location of emergency evacuation plans for your area   | <input type="checkbox"/> | Yes |
| Location of Emergency Exits  | <input type="checkbox"/> | Yes |
| Introduction to workplace Wardens / Incident Controller  | <input type="checkbox"/> | Yes |
| Location of amenities  | <input type="checkbox"/> | Yes |
| Location of Chemical Register and associated Safety Data Sheets  | <input type="checkbox"/> | Yes |
| Information on hazard and incident reporting process   | <input type="checkbox"/> | Yes |
| Current School Asbestos Management Plan and Division 5 Audit Report  | <input type="checkbox"/> | Yes |
| Plant and equipment Safe Work Procedures & personal protective equipment<br><i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i> | <input type="checkbox"/> | Yes |
| An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment  | <input type="checkbox"/> | Yes |
| <b>Signatures</b>  |                          |     |
| <b>Workplace Manager</b>   |                          |     |
| <i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>   |                          |     |
| Name:  | Signature:               |     |
|  | Date:                    |     |

