



Visitor Policy

Purpose:

To ensure Langwarrin Primary School effectively manages all visitors on our school premises.

Rationale:

Strong communities and parental involvement in schools are critical to children's development and learning. It is important for schools to create strong partnerships between community services, other schools, the broader community and business, increasing student appreciation and experience of the cultural and social features of the school and wider community.

Interaction between the school and its communities inevitably leads to the presence of a range of visitors in the school. These may include parent and community volunteers, invited speakers, sessional instructors, representatives of community, business and service groups, prospective parents and local members of State and Commonwealth Parliaments.

Others, including employees of relevant children's services agencies, tradespeople, representatives of sporting and arts organisations, official school photographers and commercial salespeople may also be present in the school at different times.

It is acknowledged that schools are not public places and there are potential risks in allowing visitors into the school, including visitors who are members of students' families. These risks need to be managed in a manner which takes account of the school size, its organisational features and its community.

Guidelines for Implementation:

The school will develop procedures to ensure that:

- as required by the *Working with Children Act 2005*, all paid and volunteer workers will have a Working with Children Check
- the visit clearly serves an educational purpose and is consistent with curriculum objectives
- the visit is appropriate for students in the relevant age group
- the potential for a visitor to cause controversy within the school's or broader community be considered
- the level of disruption to the functioning of the school in relation to the potential benefits to students be considered
- the appropriate use of school resources and teachers' time be considered
- the safety of students, staff and visitors in the event of an emergency situation be considered
- Department of Education and Training (DET) policies concerning privacy, the photographing of students and mandatory reporting be considered
- visitors during school hours will be required to report to the office, where they will sign in and out recording the purpose of their visit
- all visitors will be required to wear a distinguishing badge either **VISITOR** or **CONTRACTOR**
- regular visitors will be familiarised with school routines, including the emergency procedures
- parents/carers will be notified where relevant of visitors to the school and permission sought for students to work with visitors on educational activities
- contact with students by organisations such as performing arts or sporting associations will be supervised by a school staff member
- individuals or groups who visit the school have appropriate documentation in terms of 'duty of care'
- the content of presentations by visiting speakers will make a positive contribution to students' knowledge and understanding
- presenters are briefed about the nature and values of the school and its community .

Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority, to prohibit any potential visitor 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 school operating hours.

Evaluation:

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

This policy was last ratified by School Council in: September 2017

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