

BRUNSWICK EAST PRIMARY SCHOOL

VISITORS' POLICY

Help for non-English speakers.



If you need help understanding the information in this policy, do not hesitate to contact Brunswick East Primary School – on 9387 3361.

We acknowledge the "Wurundjeri people" of the Kulin Nation as the traditional custodians of the land I live, work, and travel upon. I respect their elders, both past and present.

We stand up for inclusion and diversity in schools.



PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Brunswick East Primary School.

SCOPE

This policy applies to any visitors who may attend the school grounds when the school is open for instruction between the hours of 8:45 am and 3:45 pm. Outside of these times, our front office is not staffed. The only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care, school events such as 3-Wy conferences, concerts, sports or other school activities, twilight markets, contractors and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the *Working with Children Act 2005* (Vic), child-related work usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

POLICY

Brunswick East Primary School strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools, and other organisations.

Brunswick East Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's *Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, and Child Safe Code of Conduct*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school’s Volunteers Policy for more information
- Prospective parents, students, and employees
- Invited speakers, sessional instructors, and others to address learning and development
- Public officials (e.g., Members of Parliament, local councillors)
- People conducting business e.g., school suppliers, booksellers, official school photographers, and commercial salespeople.
- Tradespeople
- Children’s services agencies
- Talent scouts – with permission from the principal
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (e.g., Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Brunswick East Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in our Compass sign-in system at the office
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds, including Child Safety Code of Conduct, Workplace Bullying Policy, and Statement of Values]
- Return to the office upon departure and sign out.

Brunswick East Primary School will ensure that our school’s Child Safety Code of Conduct/Child Safety Statement of Commitment is available and visible to visitors when they sign in.

Requirements for visitors to produce a valid Working with Children Check card

For the Working With Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students, please see our Volunteers Policy [School Policies | Brunswick East Primary School \(beps.vic.edu.au\)](#).

All visitors engaged in **child-related work** (see definition above) must have a valid WWC Check. Additional suitability checks may also be required such as reference, proof of identity, qualification, and work history involving children checks.

In some circumstances, visitors to Brunswick East Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check, depending on the particular circumstances of their visit. For example, Brunswick East Primary School will require a valid WWC Check for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g., contractors)**, who regularly work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children. Further background checks, or references, may be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters.

On occasion, Brunswick East Primary School may invite external speakers or providers to deliver incursions, presentations, workshops, and special programs for our students. Consistent with Department of Education and Training requirements, Brunswick East Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives.
- ensure that any proposed visit, programs, or content delivered by visitors comply with the requirement that education in Victorian government schools is secular and consistent with the values of public education, Department policies, and the *Education and Training Reform Act 2006* (Vic). Programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy, including a commitment to:
 - elected government.
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech, and association
 - the values of openness and tolerance
 - respect the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason a parent or carer may want to speak to or see their child at school during school hours.

If a particular pressing or unavoidable issue cannot wait until the end of the school day, we ask that parents or carers call the school office to request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (e.g., parent-teacher meetings, Three-way Conferences, concerts, etc.), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the principal are not permitted to visit the school. At BEPS we maintain and provide office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign-in procedure outlined above.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in induction processes for relevant staff
- A copy maintained in the staff room
- Discussed AIM or staff briefing/meeting as appropriate
- Made available in hard copy from the office upon request.

RELATED POLICIES AND RESOURCES

- [Statement of Values Volunteers Policy](#)
- [Statement of Commitment to Child Safety/Child Safety policy](#)
- [Child Safety Code of Conduct](#)

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

REVIEW PERIOD

Policy last reviewed	February 2024
Consultation	With staff during induction on 29/1/2024, and subsequent meetings as required. Parents via the Policy webpage. <u>School Policies Brunswick East Primary School (beps.vic.edu.au)</u>
Approved by	Principal
Next scheduled review date	February 2027