

## **VISITORS POLICY**

---

### **Purpose**

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

---

### **Scope**

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception.

Outside of these times, our Administration Office is not staffed and 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 parent teacher interviews, concerts, sport or other school activities, 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 *Worker Screening Act 2020 (Vic)*, child-related work is work that 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 direct contact with children that is incidental to the work.

---

### **Policy**

Manchester 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.

Manchester 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, 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 addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Instructors providing Special Religious Instruction (SRI)
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg 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 Manchester Primary School are required to report to the school Administration 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 the visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safety Code of Conduct*, *Sexual Harassment Policy*, *Workplace Bullying Policy*, *Respect for School Staff*, *Statement of Values*
- Return to the office upon departure, sign out and return visitor's lanyard.

Manchester Primary School will ensure that our school's *Child Safety Code of Conduct* is available and visible to visitors when they sign in.

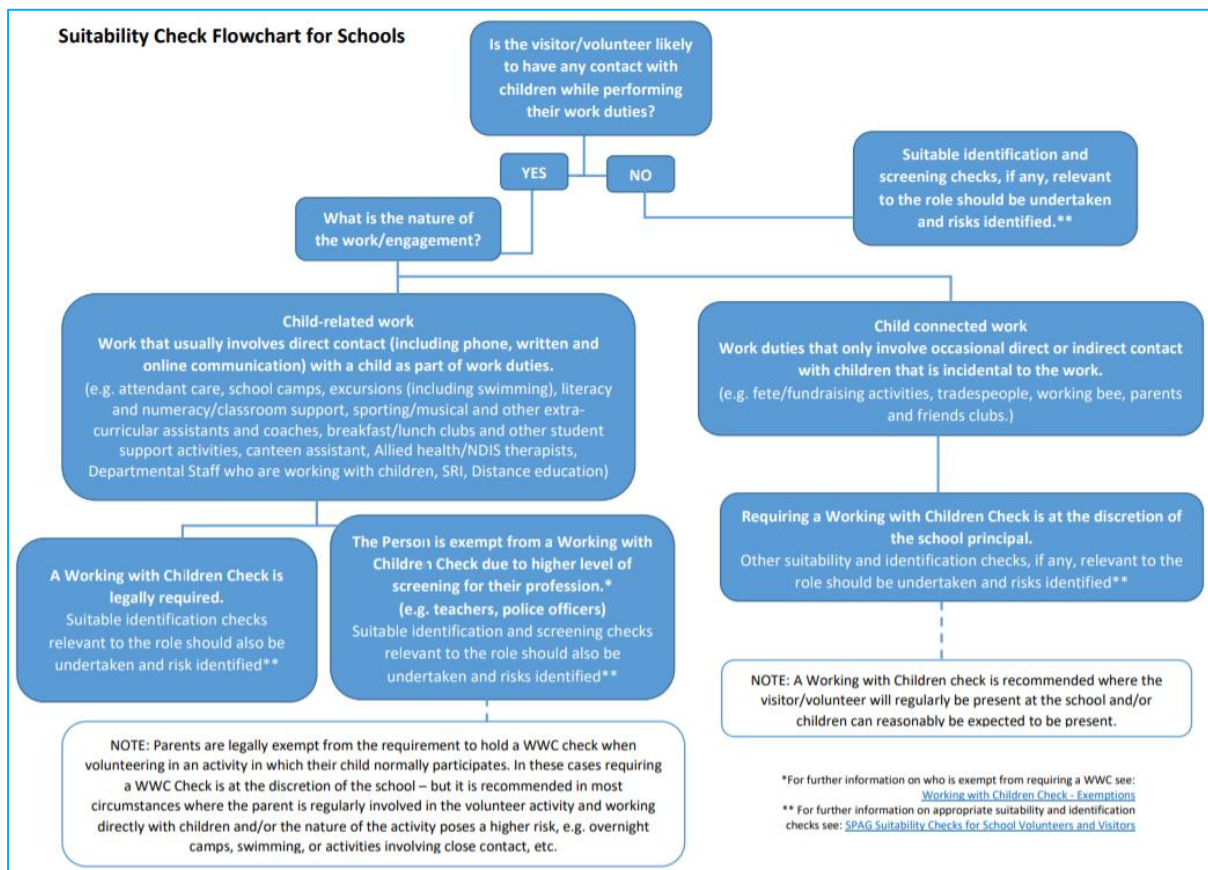


## Working with Children Clearance

For Working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our *Volunteers Policy*.

Schools have the discretion to decide which visitors, if any, will be required to have a WWCC Clearance above the legal minimum requirements set out in the *Worker Screening Act 2020* (Vic). This Act requires all people engaged in 'child-related' work (see definition on page one of this template), to hold a WWCC Clearance. The Department has a useful flowchart to assist schools in relation to making decisions about suitability checks- <https://www.education.vic.gov.au/Documents/school/principals/spag/community/WWCCflowchart.pdf>. The text below is an example that follows the recommendations in the flowchart.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWCC Clearance.



Flow Chart to assist staff of WWCC requirements.

In some circumstances, visitors to Manchester Primary School who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular



circumstances of their visit. For example, Manchester Primary School will require a valid WWCC 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 will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Further background checks, including references, may also 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 Clearance.

VIT registered teachers and early childhood service workers continue to be exempt from holding a WWC Check but from 1 September 2019, must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their school or early childhood service based position (whether paid or voluntary).

To notify WWCCV of their other child-related work, teachers must complete the 'Teacher notification' form. This form must be completed before the end of the 2019 school year.

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

### ***Invited speakers and presenters***

On occasion, Manchester 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, Manchester 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 complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction) and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, 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 why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the 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 (eg parent teacher interviews, concerts, assemblies 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. Manchester Primary School maintains and provides 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
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting

## RELATED POLICIES AND RESOURCES

Department policies:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Consultation	Consultation with school council on 26 <sup>th</sup> October 2021
Approved by	Principal
Next scheduled review date	October 2025



### Statement of Commitment to Child Safety and Child Safety Principles

Manchester Primary School is committed to the safety and wellbeing of all children and young people. We achieve this by maintaining a child safe school environment which is guided by our school values.

The values which Manchester adhere to is **RESPECT**. Respect for self, others, the environment and for learning and achievement. The following reflects how we relate to one another in our learning community.

- **Respect Yourself**– having regard for self in terms of physical, social and emotional health.
- **Respect Others**– Mutual Respect and acceptance of others, their property and their differences. **Demonstrating Attentive Listening** and empathy for each person’s Right to Participate or their Right to Pass.
- **Respect our Environment** – recognising that we are the caretakers of the planet and that we must act responsibly and urgently to reverse mankind’s ecological footprint.
- **Respect for Achievement and Learning** – pursuing excellence and displaying pride and satisfaction in individual achievement and endeavour. Producing only **Personal Best** and showing **Appreciation** when that is achieved.

This will be the primary focus of our care and decision-making. Manchester Primary School has zero tolerance for child abuse. Manchester Primary is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Koori children and any refugee children as well as children from culturally and/or linguistically diverse backgrounds, and the safety of children with a disability. Every person involved in Manchester Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Every person involved in Manchester Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

*Child Safety Policy 2021*



# PROTECT



Education  
and Training

## Child Safe Standard 3: Code of Conduct

### Child Safety Code of Conduct

October 2021

Manchester Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Manchester Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Manchester Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

#### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.





- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## **Unacceptable behaviours**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate



- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes<sup>1</sup>
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy<sup>1</sup> or take illicit drugs under any circumstances.

*This Code of Conduct was endorsed/approved by the Manchester Primary School Council on 26<sup>th</sup> of October 2021 for review October 2023 Meeting # 499*

<sup>1</sup> PAL: <https://www2.education.vic.gov.au/pal/photographing-students/policy>. The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

<sup>1</sup>PAL: <https://www2.education.vic.gov.au/pal/alcohol-school-events/policy> The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet

---

## **Further Information and Resources**

---

- School Statement of Values
- Volunteers Policy
- Statement of Commitment to Child Safety
- Child Safety policy
- Child Safety Code of Conduct

---

## **Visitors Policy Review**

---

This policy was updated on:

**Date:** October 2021

**Evaluation and Review:** October 2024

**Consultation with School Council:**

**Meeting # 499**