



Werrimull P-12 School

Visitor's Policy

Policy context.

Werrimull P-12 School values parents and families as partners in their children's development and learning, and works to create strong partnerships between community services, schools, the broader community and business.

The School seeks new opportunities to advance students' learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

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

Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in the school from time to time over the school year.

It is acknowledged that there are potential risks in allowing visitors into schools, including visitors who are members of students' families or members of the local community. These risks need to be managed in a manner which takes account of the nature and size of the school and its community.

Werrimull P-12 School recognises that the purpose of school is as an educational institution, and the fact that the school is not a public place. We must consider

- the safety and privacy of students, and any potential risks posed to students by visitors
 - the categories of visitors allowed into the school will depend on, whether the
 - proposed visit clearly serves an educational purpose and is consistent with curriculum objectives
 - is appropriate for children or young people in the relevant age group and,
 - is consistent with the values of public education.
- the potential benefit to the school community of different types of visits
 - the requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers who need to have a Working with Children Check
- whether a distinction should be made between the protocols applying to community-based, not-for-profit groups and those applying to visitors who have a wholly or partly commercial, advertising or marketing purpose
- the potential for a visitor to cause controversy within the school or broader community

- the level of disruption to the functioning of the school in relation to the potential benefits to students
- the appropriate use of DEECD resources, including teachers' time
- the safety of students, staff and visitors in the event of an emergency situation at the school, and
- other relevant legal considerations and DEECD policies concerning privacy, the photographing of students, mandatory reporting, and Children First, an organisation which promotes and protects the rights and well-being of children. For further information visit <http://www.childrenfirst.org.za/>

Procedures

As a minimum, require that all visitors, during school hours, must register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date and times and purpose of the visit. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.

- visitors will be accompanied by a member of the school staff when **
- visitors will be required to wear a distinguishing badge. This badge will be issued at the office on sign in and returned when the visitors signs out.
- the familiarisation of regular visitors with school routines, including the emergency management plan
- Parents will be notified in advance about visitors to the school when **
- Parental permission for students to participate in related activities will be sought when the activity is **

Operational responsibility

Within the parameters of the law and Departmental advice, the Principal is responsible for the implementation of the policy developed by the school council. The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. If in doubt, the Principal will consult with the Regional Office and seek advice from the Legal Services Branch.