



Visitors, Volunteers and External Education Program Providers Policy

RATIONALE

Camberwell South Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Camberwell South Primary School.

Types of Visitors

Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers, commercial sales people, local members of the State and Commonwealth Parliaments, trades people, children service agents and talent scouts.

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Emergency Services.
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers). In such cases school procedures should set out:
 - the process for checking the identification and authorisation of such persons
 - the process for recording their attendance
 - who should facilitate their entry on to the school premises in a manner consistent with the authorisation.

PURPOSE

To provide a safe and secure environment for the students, staff, parents and resources of Camberwell South Primary School.

To establish protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Camberwell South Primary School.

GUIDELINES

To increase the experience of the cultural and social features of the community, DET encourages schools to:

- ensure parents/guardians partner in their children's development
- create strong partnerships with community services, schools, businesses and the wider community.

Schools must develop school level policies and procedures to manage visitors to the school.

Principals must:

- implement Department and school level policies and procedures be responsible for visitors allowed into school
- ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- ensure that visitors where required have the appropriate approvals to work with children
- ensure that any programs or content delivered by visitors (other than Special Religious Instruction) complies with the requirement that education in Victorian government schools is secular
- ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the Education and Training Reform Act 2006 (Vic):
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - freedom of speech and association

IMPLEMENTATION

School Protocols:

- visitors are required to report to the School Administration prior if undertaking any activity within the school. Any visitor wishing to speak to a student must do so through a school staff member.
- require all visitors arriving and departing during school hours to use a visitors book to record their name, signature, the date and time, and the purpose of the visit.
- visitors will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, they are required to report to the School Administration at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- visitors within the school who have failed to follow this process will be monitored and reminded to do so.
- Parents/ guardians may escort students to classrooms or drop something off from 8.45 to 9.15. After that, they must sign in as per above.
- between 9.15 -2.45 all parents and visitors are to report and sign in to the school administration.
- include procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally a working with children check (WWC Check); however if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption
- ensure that any 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)
- ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

- Salespeople and those delivering goods will be directed appropriately by the School Administration staff.
- Visitors providing regular services to the school such as tradespeople and consultants who may work independently of school personnel, will be asked to present their Working with Children Check (WWCC) in accordance with the Working with Children Act 2005; observe the schools 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety procedures while on site.
- Visitors providing occasional services to the school (ie. plumber, casual canteen staff) will need to observe the schools 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety procedures while on site. visitors providing services to the school who do not have their Working with Children Check will need to be monitored by School Administration staff on their visit.
- Parents who volunteer in classrooms or excursions/incursions do not require a Working With Children Check (WWCC) if their child is participating or ordinarily participates in the activity undertaken provided they are under the supervision of a teacher. (refer Working with Children Act 2005)
- Other volunteers, such as grandparents, aunts, uncles are exempt from a WWCC provided they are under the supervision of a teacher. (refer Working with Children Act 2005)

Volunteers

Volunteers are required to sign the 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, they are required to report to the School Administration at the end of their visit to return their badge and to 'sign out' in the Visitors book.

Visitors

- Visitors, such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through the School Newsletter and website, notices, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school and its community by the Principal, Assistant Principal or Teacher in Charge (refer Excursion policy) and should be prepared to respect the range of views held by our students and their families.
- The Principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. instrumental music, Religious Instruction) during school hours.
- The School Administration office is the school's major public space and parents are welcome to visit this area at any time to:
 - Organise the collection of their child/children by filling in an early leavers pass
 - Make appointments to see staff
 - Make enquires about school operations
 - Pay accounts or complete other tasks that require the support of our administration staff or members of the leadership team.

June 2016

External educational program providers

External educational program providers are:

- Required to sign the 'Visitors' book at the Administration office and they will be assigned a 'Visitors' badge, which they must wear at all times within the school. Similarly, they are required to report to the School Administration at the end of their visit to return their badge and to 'sign out' in the Visitors book. Visitors within the school who have failed to follow this process will be monitored and reminded to do so.
- To provide a 'Working with Children Check' (WWCC) in accordance with the Working with Children Act 2005; observe the schools 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety procedures while on site.
- A staff member/class teacher must be present when an external educational provider is presenting to or working with students.

Risk Management:

- Visitors and volunteers entering the school will be provided with directions, and made aware of any construction works which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the Teacher In Charge of organising the visit will provide this advice.
- The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.

Unauthorised visitors:

- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds.
- 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's boundaries outside school operating hours.

NB: For the purpose of this policy, visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

Links:

DET Volunteers Checks policy:

<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>

DET Visitors in school policy :

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx#link99>

June 2016

EVALUATION

A committee of staff and the Education Subcommittee will review the Visitors, Volunteers and External Educational Program Provider Policy on a cyclical basis according to the School Council Policy Review Schedule. The review will ensure that the school's programs and procedures are adequately reflecting Statewide curriculum developments and the changing needs of the Camberwell South community.

Ratified by:	Date	
Education Committee	8/6/16	
Staff	1/6/16	
School Council	27/7/16	Name: Kate Ferguson Signature: 