



GUTHRIDGE PRIMARY SCHOOL

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 Guthridge Primary School.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction and when the Front Office is staffed to receive visitors between the hours of 8:00am and 4:00pm.

Outside of these times, our Front 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 school events such as parent teacher interviews, concerts, production rehearsal, 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 *Working with Children Act 2005 (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 contact with children that is incidental to the work.

POLICY

Guthridge 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.

On the basis that schools are not public places, but are public education institutions, the principal has ultimate discretion to approve or not approve a potential visitor. The principal also has the authority to exclude people from being on school grounds outside of school operating hours.

During the school day, the duty of care for all enrolled students lies with the teachers and staff employed by the school. As such, it is not suitable for visitors to be in locations where children freely move about for learning and/or play e.g. in the yard at recess and lunch times. Parents can be assured that teachers and staff employed by the school will be in the school yard at these times. Visitors will be required to make off-site arrangements at recess and lunchtimes or seek approval to use the staffroom or other facilities at the Principal's discretion.

When deciding to approve a visitor, the Principal will consider the suitability, purpose and the benefit provided to the students and staff from the proposed visit.

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child or child's teacher 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 Front Office to make the request to speak to or see their child during school hours. We do ask that parents avoid arranging to visit their children at school in school hours 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 Front Office. The purpose for their visit must be approved by the Principal/Assistant Principal or Teacher.

All business operators, tradespeople and contractors attending the school to conduct work must report to the Front Office upon arrival for instruction and follow the sign in procedure outlined above. All visitors to Guthridge PS are required to report to the Front Office on arrival.

Visitor Sign in procedure

- Report to the Front Office on arrival
- Have an approved reason or educational purpose for their visit. On arrival, visitors will be asked the purpose of their visit and approval from the Principal/Assistant Principal or Teacher will be required if not already approved.
- Record their name, signature, date and time of visit and purpose of visit in the visitor's book
- Provide proof of identification to Front Office staff upon request
- Produce their valid Working with Children Check in all cases when the visit involves direct contact with students
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds
- Return to the Front Office upon departure, sign out and return visitor's lanyard. Sign out is required if the visitor is leaving the school grounds even for a short while. Visitors must report to the Front Office and sign-in again, on return.

Guthridge Primary School will ensure that our school's *Child Safety Code of Conduct/Child Safety Statement of Commitment* are available and visible to visitors when they sign in.

All visitors to our school are required to acknowledge Guthridge Primary School's commitment to Child Safety. This pledge is posted above our Visitor Sign-in register and every visitor is expected to read and abide by this commitment and agree to be responsible for practising respectful behaviours towards all members of the Guthridge Primary School community.

In addition, the Department of Education and Training's (DET) Dignity and Respect Statement ensures that discrimination, harassment, bullying, violence and threatening behaviour in Victorian Government schools is unacceptable. All visitors in the school are expected to act accordingly.

Ensuring a safe and secure learning environment for all students and staff is our number one priority. If you have any questions or concerns, please do not hesitate to contact the school.

REVIEW PERIOD

School council approved this policy July 2019 and is scheduled for review on 3-4 yearly cycle.