



Visitors To School Policy

Morningson Park Primary School 5040

POLICY DATE: March 2017

STATUS: Approved by School Council : 14th March 2017

Purpose

To maximise the safety and protect the privacy of students at Morningson Park Primary School.

To minimise the potential risks posed to students by visitors

Guidelines

Interaction between schools and their 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 schools from time to time over the school year.

In developing policy, the school council should consider:

- the purpose of schools as educational institutions, and the fact that schools are not public places
- the safety and privacy of students, and any potential risks posed to students by visitors
- the categories of visitors that will be allowed into the school, and on what conditions.

Criteria may include, for example, 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 requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers who need to have a Working with Children Check
- the potential benefit to the school community of different types of visits
- 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.

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.

Implementation: Mornington Park PS Procedure

- **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, 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
- Casual Relief Teachers (CRTs) must give a copy of their current Victorian Institute of Teaching card to the office and adhere to an induction with the Assistant Principal
- **All** visitors must report to the office and they must wear a distinguishing lanyard. Agency C.R.T's. may wear their company's lanyard with photographic identification
- **All** visitors must satisfy the requirements listed in the Mornington Park Primary School's Working with Children policy
- **All** visitors will have access to the school's emergency management plan

Visiting Speakers

A visiting speaker will only be engaged provided that the content of their presentation or address will make a positive contribution to the development of students' knowledge and understanding.

Presenters will be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.

Operational decisions about whether to proceed with a particular presentation from a visitor will rest with the principal, assistant principal or delegated staff member(s) after a suitable investigation (due diligence) has been conducted.

Evaluation:

This policy will be reviewed in accordance with Mornington Park Primary School's cyclic review process by 14th March 2020