



# Falls Creek 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 Falls Creek Primary School.

### Purpose

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 3:30pm, and when the office is staffed to monitor/receive visitors. 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 the school.

### 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

Falls Creek Primary School strives to create an open and inclusive school community, and encourage 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.

Falls Creek 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, and Child Safety 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 [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 suppliers, commercial salespeople)
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers)
- 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 Falls Creek Primary School are required to report to the school office on arrival to sign in. (Parents/carers who are dropping off or picking up their children, or attending specific school events such as parent teacher interviews or concerts are exempt from this requirement.) Visitors must:

- Record their name, signature, date and time of visit, and purpose of visit in the Visitors Book
- Produce their valid Working with Children Check where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safe Policy*, *Child Safety Code of Conduct*, *Sexual Harassment Policy*, *Workplace Bullying Policy*.

Falls Creek Primary School will ensure that our school's Child Safety Code of Conduct and Child Safe Policy are available to visitors upon request.

### Requirements for visitors to produce a valid Working with Children Check card

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

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

In some circumstances, visitors to Falls Creek Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Falls Creek Primary School will require a valid WWC Check 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.

Further background checks, including references, may also be request at the discretion of the Principal.

Visitors who will be working in areas away from students or who will be supervised and accompanied by a staff member during their visit (eg a visiting auditor, Member of Parliament, journalist, prospective parent on a school tour) will not be required to have a WWC Check.

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

### Invited speakers and presenters

On occasion, Falls Creek 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, Falls Creek 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 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.

### Related Policies and Resources

Falls Creek Primary School [policies](#)

- Statement of Values
- Student Wellbeing and Engagement Policy

- Staff Information Registers Policy
- Child Safe Policy
- Child Safety Code of Conduct
- Volunteers Policy

Department of Education and Training School Policy and Advisory Guide:

- Duty of Care  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>
- Child Safe Standards  
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>
- Visitors in Schools  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>
- Suitability Checks for School Volunteers and Visitors  
<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>
- Volunteer workers  
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

External resource: [Department of Justice and Regulation-Working with Children Check](#)

### **Review Period**

This policy was last updated and approved by School Council in October 2019 and is scheduled for review in November 2023.