



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.

Scope

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.

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers are vaccinated or medically exempted before entering school buildings.

For further information on this process, refer to our school's COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures (Appendix 1).

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

[COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	8 th December 2021
Consultation	School Council
Approved by	Principal
Next scheduled review date	December 2025



Falls Creek Primary School

COVID-19 Mandatory Vaccinations

Information Collection and Recording Procedures

Falls Creek Primary School follows Department of Education and Training policy in relation to implementing the COVID-19 mandatory vaccination directions issued by the Victorian Chief Health Officer:

- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Visitors and volunteers working on school sites

Under directions issued by the Chief Health Officer, we are required to collect, record and hold COVID-19 vaccination information from any person performing work on school site to ensure they meet the mandatory vaccination requirements in order to enter or remain on school site.

For school staff (being teaching service staff and school council employed staff) this information is collected by the Department. The Department also collects and manages vaccination information of certain contract providers that are managed centrally by the Department.

For all other visitors working on school site, including volunteers and CRTs engaged locally, we are required to collect, record and hold vaccination information.

The following information outlines the process Falls Creek Primary School staff must follow to ensure vaccination information is collected and recorded in accordance with the mandatory vaccination directions, Department policy and Victorian privacy laws.

Procedures for collecting and recording vaccination information

- Wherever possible we will contact volunteers and relevant visitors prior to their attendance on school site, to inform them of the vaccination requirements prior to attendance. At the same time, volunteers and relevant visitors will be reminded that they must not enter the school site if they are unable to provide vaccination information or if their vaccination information does not meet the requirements relating to mandatory vaccinations.
- All volunteers and visitors arriving on site to work will be required to present to the office where staff will record vaccination information in accordance with the Department policy: [COVID-19 Vaccinations – Visitor and Volunteers on School Site](#). Information will only be collected once, unless further information is required (such as when the person requires their second dose or where the requirements change and we are required to collect further information as a result)
- Our staff must use the [Vaccination Status Register](#) to record the required vaccination information
- The vaccination register and any additional vaccination information provided by a volunteer or visitor working on school site must be stored securely in the 'Vaccination Documentation' folder in U drive of the school's admin server.
- If volunteers or visitors working on a school site are unable to provide the required vaccination information or the information provided does not meet the requirements relating to mandatory vaccinations, we will ensure they leave the school site immediately and report the incident to the Department's Incident Support and Operations Centre. For further information about how we will

manage these situations, please refer to the Department's policy: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#).

Parents and carers visiting school sites

Under the Department's policy [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#) parents and carers who enter school buildings must have had at least one COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November or have a valid medical exception, with certain exceptions prescribed in the Department's policy.

In accordance with this policy, our school will ask all parents to use the office door entry when entering school buildings, check-in using the QR Code, and show office staff their vaccination status or a valid medical exception. Vaccination information of parents and cares will not need to be recorded, unless they are attending the school to work on site.

If staff have any questions in relation to these procedures, contact Helen Whittaker.