

White Hills Primary School

Visitors Policy



Aims:

- To provide a safe, orderly school environment to promote high quality educational and social outcomes for all students, staff and school community members.
- To provide efficient, reliable processes to ensure the safety of all people on site in the event of an emergency.
- To ensure that all people involved with the school have a clear understanding of the school's expectations and procedures.
- To provide clear expectations for all visitors to the school to best support the school's programs, staff and students.

Rationale:

- Schools are not public places and the physical, social and emotional safety needs of students and staff have precedence
- Schools are not contact centres and joint custody parents/guardians must arrange times outside of school hours to meet with their children. Recess & lunchtimes are also part of the school day and are not to be interrupted
- Parents/guardians/approved visitors must make a mutually agreed appointment to meet with staff to discuss student-related matters
- The Principal, or their delegate, determines who has permission to enter the school and has the authority to ask individuals to leave school premises

Purpose:

- Ensure parents/guardians partner with the school in their child/ren's development
- Create strong partnerships with community services, other schools, businesses and the wider community
- Ensure the school effectively manages visitors on school premises

These factors (and others) will be considered when determining the approval of visitors:

- Potential benefit of different types of visits
- Whether the proposed visit is appropriate for students
- Whether the proposed visit is consistent with the values of public education
- Community-based, not-for-profit groups
- Visitors with commercial, advertising or marketing purpose
- Potential for a visitor to cause controversy within the school or broader community
- Requirement for paid or volunteer workers to have a Working with Children Check
- Potential risks posed by visitors to the safety of students and staff and disruption to the smooth operation of the school
- The level of disruption to school operations versus the potential benefits to students
- The appropriate use of school resources, including teachers' time
- Privacy considerations
- Impact upon the wellbeing of students and employees

Typical visitors to schools include:

- Prospective parents/guardians and employees
- Parents/guardians supporting school-based programs

- DEECD support staff
- Community volunteers
- Invited speakers
- Sessional instructors
- Representatives of community, business and service groups
- Local members of the State and Commonwealth Parliaments
- Suppliers / sales people
- Trades people

Our school will:

- ensure the content of presentations contribute to the development of students' knowledge, attitudes and skills
- extend the invitation to external speakers to support its educational program, not allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter
- brief presenters about school and community values and to respect the range of views held by students, families and staff

Implementation:

- All visitors must report to the office to sign in and out of the school to support emergency management procedures
- Visitors must be directed to the office if seen in the school grounds prior to reporting in
- Visitors can be provided with a visitor lanyard from the office
- This policy will be provided to parents/guardians/visitors upon request and posted on the school's website
- Where visitors attend on a single visit, they will be advised of the emergency evacuation centre on the oval in case of an emergency
- If the behaviour, language or interaction with staff, students or members of the school community of any visitor to the school is not consistent with the school's policies, beliefs and procedures, the Principal (or their delegate) can ask that person to immediately leave the school grounds. Failure to comply will result in a call to the police and DEECD Emergency Services
- Where visitors are not known to the staff they should be accompanied by a staff member at all times
- In the event of an issue, dispute or complaint parents/guardians are not permitted to speak with or approach other students of the school. The issue must be discussed with the Principal or a member of staff and a suitable course of action determined
- Parents/guardians will be advised (where possible) of visiting speakers and the nature and purpose of their presentation so they can provide informed consent.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council in October 2014.