

VISITORS POLICY

Help for non-English speakers



If you need help to understand the information in this policy please contact Principal, Katrina Ellis

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Tecoma Primary School.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:45am to 3:45pm, including parents, Private Music tuition staff, private Occupational Therapists and Psychologists who work with students in the school and contractors. Outside of these times, our front office is not staffed and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the Working with Children Act 2020 (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

Tecoma 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.

Tecoma 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 and Wellbeing Policy, Statement of Commitment to Child Safety, Child Safety Code of Conduct and Volunteers Policy.

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 school's 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: uniform suppliers, booksellers, official school photographers, commercial salespeople
- People providing private music tuition to students
- Psychologists and Occupational Therapists working privately with students
- Chess instructors, teaching additional skills to students
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc.)
- 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 Tecoma Primary School are required to report to the school office on arrival. Visitors must:

- record their name, signature, date and time of visit and purpose of visit on the iPad at the front office
- provide proof of identification to office staff upon request
- produce their valid Working with Children Check (where required by this policy (see below)
- sign our Child Safety Code of Conduct (so that a copy can be stored at the school and details entered on our Register)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Statement of Values and School Philosophy, as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out.

Office staff will ensure that our school's Child Safety Code of Conduct/Child Safety Policy, which outlines Tecoma Primary School's statement of commitment are available and visible to visitors when they sign in.

Working with Children Check clearance and other suitability checks

For Working with Children (WWCC) clearance and other suitable 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 clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Tecoma Primary School who are not engaged in child-related work will also be required to produce a valid WWCC clearance depending on the particular circumstances of their visit. For example, Tecoma Primary School will require a valid WWCC clearance 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
- visitors (e.g. contractors), who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWCC clearance.

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

Invited speakers and presenters

On occasion, Tecoma 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, Tecoma 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.

Parent visitors

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 (e.g. parent teacher interviews, concerts, assemblies etc.,) are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information, as required, depending on the level of risk posed.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign-in procedure outlined above.

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
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request.

RELATED POLICIES AND RESOURCES

Tecoma Primary School policies:

- Statement of Values and School Philosophy,
- Volunteers Policy,
- Child Safety and Wellbeing policy,
- Child Safety Code of Conduct

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

REVIEW AND APPROVAL

This policy has a mandatory review cycle of 3-4 years	This policy was approved by School Council on 19 th November 2024 and is scheduled for review in August 2028.
Reviewed by	Di Double, Stuart McLean, Lisa Hoskins-Faul, Travis Cochrane, Lisa Dell, Chelsey Robins, Kelly Sullivan, Phil Darbyshire.
Approved by	Principal – Rohan Thompson School Council President – Lisa Dell

