



## 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 Grovedale West 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 7.00am to 6:00pm, and when the office is staffed (8.30am – 4.00pm) to monitor/receive visitors at reception. 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 Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.
Definitions	<i>Child-related work:</i> As defined by the <i>Working with Children Act 2005</i> (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	<p>Grovedale West 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.</p> <p><b>Grovedale West Primary School is not a public place.</b> The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's <i>Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct</i></p> <p>From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Parents</li> <li>• Volunteers – see our school's Volunteers Policy for more information</li> <li>• Prospective parents, students and employees</li> <li>• Invited speakers, sessional instructors and others addressing learning and development</li> <li>• Public officials (eg Members of Parliament, local councillors)</li> <li>• Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople</li> <li>• Tradespeople</li> <li>• Children's services agencies</li> <li>• Department of Health and Human Services workers</li> <li>• Victoria Police</li> <li>• Persons authorised to enter school premises (eg: Worksafe inspectors, health, officers etc)</li> <li>• Other Department of Education and Training staff (including allied health staff)</li> <li>• or contractors</li> <li>• NDIS therapists or other allied health or health practitioners</li> </ul>

<p>Sign in Procedures</p>	<p>All visitors to Grovedale West Primary School are required to report to the school office on arrival.</p> <p>They must record their name, signature, date and time of visit and purpose of visit in the COMPASS sign in at the office.</p> <ul style="list-style-type: none"> <li>• Provide proof of identification to office staff upon request</li> <li>• Produce their valid Working with Children Check where required by this policy (see below)</li> <li>• Wear a visitor's lanyard] at all times</li> <li>• Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace, Bullying Policy, Respect for School Staff, Statement of Values etc]</li> <li>• Return to the office upon departure, sign out and return visitor's Lanyard.</li> </ul> <p>Grovedale West Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.</p> <p><b>Requirements for visitors to produce a valid Working with Children Check card</b></p> <p>All visitors who are engaged in <b>child-related work</b> (see definition above) must have a valid WWC Check.</p> <p>In some circumstances, visitors to Grovedale West Primary School who are <b>not</b> engaged in child-related work will also be required to produce a valid WWC Check depending on the circumstances of their visit. For example, Grovedale West Primary School will require a valid WWC Check for:</p> <ul style="list-style-type: none"> <li>• <b>visitors who will be working regularly with children</b> during the time they are visiting, even though direct contact with children is not a central part of their normal duties</li> <li>• <b>visitors (e.g. contractors)</b>, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.</li> </ul> <p>Further background checks, including references, may also be requested at the discretion of the principal.</p> <p>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 WWC Check.</p> <p>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.</p>
<p>COVID 19 Vaccination information and recording procedures</p>	<p>Grovedale West Primary School follows Department of Education and Training policy in relation to management of vaccination information on school sites.</p> <p><b>Visitors and volunteers working on school sites</b></p> <p>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.</p>

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 Grovedale West 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 our office entrance where staff will collect and 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 will 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, carers and other adults visiting school sites**

Under the Department's policy [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#):

- parents, carers and other adults who enter school buildings must have had two doses of COVID-19 vaccine (as of 29 November) or have a valid medical exception, with certain exceptions prescribed in the Department's policy.
- Parents, carers and other adult visitors attending outdoor gatherings and events on school site must have had two doses of COVID-19 vaccine or have a valid medical exception.

In accordance with this policy, our school will ask all parent to use the office door entry when entering school buildings and show office staff their vaccination status or a valid medical exception AND/OR ensure event information includes requirements relating to vaccination status and that planning for events includes the process by which our school will check vaccination information.

	Vaccination information of parents and carers will not need to be recorded, unless they are attending the school to work on site.						
Invited Speakers and Presenters	<p>On occasion, Grovedale West 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, Grovedale West Primary School will:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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 <i>Education and Training Reform Act 2006</i> (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: <ul style="list-style-type: none"> <li>○ elected government</li> <li>○ the rule of law</li> <li>○ equal rights for all before the law</li> <li>○ freedom of religion</li> <li>○ speech and association</li> <li>○ the values of openness and tolerance</li> <li>○ respect the range of views held by students and their families.</li> </ul> </li> </ul>						
Parent Visitors	<p>We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.</p> <p>If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.</p> <p>We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.</p> <p>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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.</p>						
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.						
Related Policies and procedures	<p>Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety policy, Child Safety Code of Conduct</p> <p>Covid 19 Vaccination – Visitors and Volunteers on school sites. (DET)</p>						
Review cycle	<table border="1"> <tr> <td><b>Policy last reviewed</b></td><td>April 2024</td></tr> <tr> <td><b>Approved by</b></td><td>School Council 9/3/2022</td></tr> <tr> <td><b>Next scheduled review date</b></td><td>April 2024</td></tr> </table>	<b>Policy last reviewed</b>	April 2024	<b>Approved by</b>	School Council 9/3/2022	<b>Next scheduled review date</b>	April 2024
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