VISITORS POLICY

HELP FOR NON-ENGLISH SPEAKERS: IF YOU NEED HELP TO UNDERSTAND THE INFORMATION IN THIS POLICY PLEASE CONTACT THE OFFICE 5243 0820

PURPOSE

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

SCOPE

This policy outlines our school's arrangements for any visitors who attend school grounds when the school is open and where children are likely to be present at your school, including before and after school (from 7:00 am-6:00 pm) and when the office is staffed to monitor/receive visitors at reception (from 8:30 am-4:30 pm). 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

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

Mandama 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.

Mandama 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 Safety [and Wellbeing] Policy, Child Safe Code of Conduct* and *Volunteers Policy*.

From time to time, different members of the public may visit our school. In some circumstances, visitors 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. Visitors may include, but are not limited to:

- Parents
- Previous Mandama students who are here on Work Experience organised by their Secondary College
- 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
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (eg 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 Mandama Primary School are required to report to the school office on arrival. Visitors must:

- Sign in using the Compass Kiosk in the foyer.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check upon request
- Wear a visitor's lanyard at all times and place their WCC card in the lanyard.
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Sexual Harassment Policy, Workplace Bullying Policy, Statement of Values
- Return to the office upon departure, sign out and return visitor's lanyard

Mandama Primary School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Working with Children Clearance and other suitability checks

For Working with Children (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 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 Mandama Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Mandama Primary School will require a valid WWC 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 WWC Clearance.

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 Mandama 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, the 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

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.

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.

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.

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.

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 retains a list of all students that are listed in a restriction order. Photos are obtained, where possible, of the restricted person and staff are regularly updated of changes to restrictions in relation to students.

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

School Policy and Advisory Guide:

- Visitors in Schools
- Suitability Checks for School Volunteers and Visitors
- Volunteers in Schools
- Contractors
- Child Safe Standards

OHS Management System

- Contract and Volunteer OHS Management

Mandama Policies:

- Statement of Values
- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct

REVIEW PERIOD

Policy last reviewed	06/08/2025
Consultation	18/08/2025, School Council
Approved by	Andrew Schaeche
Next scheduled review date	Aug 2028