

## Visitors to School

### **1.0 Purpose of Policy**

1.1 To outline the correct procedures and process when visitors come to our school

#### **Rationale**

The *Blueprint for Education and Early Childhood Development* recognises that high levels of parental involvement in schools and strong communities are critical to children's development and learning. Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for children and young people and helping them pursue academic excellence. It is important that schools make the most of these partnerships.

The Department of Education and Early Childhood Development encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business.

Schools are encouraged to seek new opportunities to advance students' learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools. These may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; prospective parents and employees; and local members of the State and Commonwealth Parliaments.

Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in schools from time to time over the school year.

### **2.0 Principles**

It is acknowledged that there are potential risks in allowing visitors into schools, including visitors who are members of students' families or members of the local community. These risks need to be managed in a manner which takes account of the nature and size of the school and its community and takes into account:

- the purpose of schools as educational institutions, and the fact that schools are not public places
- the safety and privacy of students, and any potential risks posed to students by visitors
- the categories of visitors that will be allowed into the school, and on what conditions.

Criteria may include, for example, whether the proposed visit:

- clearly serves an educational purpose and is consistent with curriculum objectives
- is appropriate for children or young people in the relevant age group, and
- is consistent with the values of public education

### **3.0 How this Policy will be put into Practice**

3.1 All visitors, during school hours, register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date and times and purpose of the visit. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.

3.2 Visitors will be provided with a distinguishing badge which is to be returned immediately prior to the visitor leaving the school premises

3.3 Parent helpers who are known to the school will not be required to wear a distinguishing badge or sign in.

3.4 Students not enrolled at the school may only attend the school premises if supervised by a parent, guardian or other responsible adult.

3.5 Cultural performances and guest speakers will be notified to parents through the school newsletter

3.6 Any guest speaker who could cause controversy or concern to parents or the community due to the content of their material must be approved by the Principal prior to attending the school. Presenters will be briefed about the nature of the school and its community, and expected to respect the range of views held by students and their families.

3.7 Parental permission for involvement in activities that could be deemed to cause offence or controversy in the school community will be sought prior to the visitor entering the school

Reviewed May 2015

Approved by School Council Nov 2015

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- 3.8 Talent scouts will not normally be permitted to visit the school unless the Principal deems their attendance to be suitable and the parents of students involved is sought prior to the talent scout attending the school.
- 3.9 Anyone attending a camp or excursion will be required to meet the DET guidelines on 'Current Working with Children Checks'.