

Visitors and Volunteers Policy

PURPOSE

The purpose of this policy is to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors.

RATIONALE

Mount View Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors like community volunteers, invited speakers, sessional instructors, representatives of the community, business and service groups and prospective parents to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

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 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and this policy does not apply.

Mount View 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 Policy and Child Safe Code of Conduct*.

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

- Parents
- Volunteers
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Instructors providing Special Religious Instruction (SRI) [delete if you do not have SRI]
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services 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 PROCEDURES

All visitors to Mount View Primary School are required to report to the school office on arrival. Record their name, signature, date and time of visit and purpose of visit on COMPASS Canteen.

- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required

Visitors and Volunteers Policy

- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds
- Return to the office upon departure and sign

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

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempt. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically exempt before entering school buildings and when attending outdoor gatherings and events.

For further information on this process, refer to Mount View Primary School's COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures.

Working with Children Clearance

All visitors who are engaged in **child-related work** must have a valid WWC Clearance.

In some circumstances, visitors to Mount View 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. Mount View 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, Mount View 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, Mount View 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

Visitors and Volunteers Policy

- 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.

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

RELATED POLICIES AND RESOURCES

Statement of Values and School Philosophy
Child Safe Policy and
Child Safe Code of Conduct
On-site Supervision Policy
Duty of Care Policy