

VISITORS IN SCHOOLS 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 Thornbury Primary School.

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.

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 8am to 4pm, including parents/carers, contractors, and service providers. Outside of these times, our front office is not staffed and this policy does not apply.

POLICY

Thornbury 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.

Thornbury 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, Child Safe Code of Conduct and the Thornbury Primary School Deadly Community Values*.

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

- Parents/Carers
- 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 (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- 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 procedure

All visitors to Thornbury Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, mobile number, and who they are visiting on the Compass Kiosk.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's [lanyard/name tag] at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Respect for School Staff, Statement of Values etc] as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return visitor's [lanyard/name tag].

Thornbury Primary School will ensure that our school's Child Safety Code of Conduct is available and visible 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 exempted. 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 exempted before entering school buildings and when attending outdoor gatherings and

events.

For further information on this process, refer to our school's COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children Clearance

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.

In some circumstances, visitors to Thornbury 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, Thornbury 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, Thornbury 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, Thornbury 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

We understand that there may occasionally be a reason why a parent/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 manages parents/carers restricted from attending the school by providing 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 and parent/carer handbook
- Discussed in an annual staff forum
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

RELATED POLICY

- TPS Guiding Vision Statements
- Volunteers In Schools Policy
- Volunteers OHS Management
- Contractor OHS
- Statement of Commitment to Child Safety
- Child Safety Standards
- Child Safety Policy
- Child Safety Code of Conduct

[Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

[COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

- COVID-19 Vaccinations – Teaching Service and School Council Employees
- COVID-19 Vaccinations – Visitors and Volunteers on School Sites

LEGISLATION AND STANDARDS

- Education and Training Reform Act 2006 (Vic)
- Ministerial Direction No.145
- Worker Screening Act 2020 (Vic)

REVIEW CYCLE

Policy last reviewed	March 2022 - inline with COVID-19 Visitor Policy
Consultation	School Council consultation is recommended for this policy – school council consultation and ratified July 2019
Approved by	Principal
Next scheduled review date	November 2023

APPENDIX

COVID-19 Mandatory Vaccinations Information Collection and Recording Procedures

Thornbury Primary School follows Department of Education and Training policy in relation to management of vaccination information on school sites:

- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Visitors and volunteers working on school sites

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.

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 Thornbury 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 front office 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 must 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 Administration Office folder on the Google Drive.
- 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, check-in using the QR Code, 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.

If staff have any questions in relation to these procedures, contact Megan Noy, Acting Principal.