

# Temora West Public School

**Policy Area:**        **School Planning and Management**

Student Welfare

Curriculum

Staff Training & Development

***Parent & Community***

**Policy Name:**     ***School Visitor Policy***

## **Rationale:**

At Temora West Primary School we seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We wish for our School to create and foster strong partnerships with community members and services with the view to opening up our learning and increase the world of possibilities for our students and the whole school community. At the same time we recognise our duty of care to ensure a safe environment for the students and staff of Temora West Primary School, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

## **Aims:**

- To provide a safe and secure environment for our whole school community including: students, staff, families, visitors and resources of Temora West Primary School
- To establish protocols and procedures that effectively monitor and manage visitors, create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of Temora West Primary School.

## **Special Situations**

1. Both custodial and non-custodial parents of a Temora West Primary School student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. *The school principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.*

## **Temora West PS will ensure that:**

- All visitors arriving and departing during school hours are to use a visitors book to record their name, signature, the date and time, and the purpose of the visit. To limit disruption to the class all parents/family members will be requested to leave items for students at the front office (This will include lunches and forgotten items).
- Procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play.

- Any programs or content delivered by visitors complies with the requirement that education in government schools is secular (apart from the provision of Special Religious Instruction)
- Policies and procedures are in place and available/visible to visitors including the requirement to abide by the school's Code of Conduct
- Emergency exits and emergency management plans and procedures are available/visible to visitors
- Any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

## **THE PRINCIPALS WILL CONSIDER**

### **Safety needs**

- Schools are not public places
- The safety of students and staff
- Potential risks posed by visitors
- What suitability checks may be needed, see: Suitability Checks for School Volunteers and Visitors.
- The school's policies and procedures in relation to child safety and the implementation of the Child Safe Standards
- The processes for identifying and reporting alleged misconduct of employees, volunteers and contractors, see: Reportable Conduct Scheme

### **Visitor's purpose**

- Categories of visitors that will be allowed into the school and on what conditions
- Potential benefits of different types of visits
- Whether the proposed visit is appropriate for young people (in the relevant age group)
- Whether the proposed visit, programs or content to be delivered is consistent with the values of public education
- The potential for a visitor or the content of their program/presentation to cause controversy within the school or broader community.

### **Educational merit**

Whether the proposed visit is:

- For an educational purpose
- Consistent with curriculum objectives
- The reorganisation of school programs or routines required in relation to the potential benefits to the students
- The appropriate use of Department resources, including teachers' time.

### **Working with Children Check (WWCC)**

- The suitability of visitors who will be in a location where children move freely about, learn and play. Parents/Caregivers are reminded to not linger in the school playgrounds.
- Whether an exemption to the Working with Children Check applies to a visitor
- The evidence provided by the visitor to support their exemption due to their occupation.

## Procedures

- Communicate policies and procedures to staff, visitors and community through the newsletter, adding the policy to the website and regular updates at parent teacher information days.
- Parents / Caregivers to make appointments to meet with teachers.
- The front office staff will manage and maintain a written record of all visitors
- In some circumstances visitors may be accompanied by a member of staff
- Visitors delivering programs directly to students are supervised by teaching staff of the school, in order for the school's duty of care to be discharged to those students
- Familiarisation with school routines, including the emergency management plan, required for regular visitors
- Parents will be notified in advance about visitors to the school
- Parental permission for students to participate in programs or related activities delivered by visitors.