

Visitors to the School Policy

The Jennings Street School "Child Safe Policy" promotes a child safe organization, the school has zero tolerance of child abuse. All personnel entering the school environment including those on camps, excursions and online environments will uphold the schools commitment to protect and manage the risk of harm and / or child abuse.

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Jennings Street School. We value and encourage visitors to the school.

Scope

Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, contractors, official school photographers and commercial sales people.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8am to 4pm. 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.

The school recognises our duty of care to provide a safe environment for the students, staff and parents of Jennings Street 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.

Policy

Jennings Street 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.

Jennings Street 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, Statement of Commitment to Child Safety, 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 – 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 Health and Human Services 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

Department policy requires that all schools, at a minimum, maintain a register of visitors who enter and exit school grounds.

All visitors to Jennings Street School are required to report to the school office on arrival (see exceptions below in relation to parents/carers).

- Record their name, signature, date and time of visit and purpose of visit in online system.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor’s lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc]
- Return to the office upon departure, sign out and return visitor’s lanyard.

Jennings Street School will ensure that our school’s Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (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 Check.

Whilst we recommend parents hold a Working with Children's Check, parents who have organised to volunteer on excursions/incursions do not legally require a Working With Children Check (WWCC) if their child is participating or ordinarily participates in the activity undertaken provided they are under the supervision of a teacher (refer Working with Children Act 2005).

EVALUATION

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.

Date Implemented	17/3/2015
Author	Policy sub committee of School Council
Approved By	Jennings Street School Council (not DET requirement)
Approval Authority (Signature & Date)	
Date Reviewed	11.03.2020
Responsible for Review	Policy sub Committee of School Council
Review Date	March 2023
References	

xx.xx.2016 – v0 – date of implementation
11.03.2020 – v1 – update evaluation box & footer.