



VISITORS TO SCHOOL POLICY AND GUIDELINES

RATIONALE

The Department encourages schools to welcome parents and families as part of the school community and supports schools in building partnerships with the broader school community, businesses and philanthropic organisations and community services.

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

As increased engagement between schools and their community leads to the presence of a wide range of visitors, it is acknowledged that there are potential risks involved.

PURPOSE

The Visitors to School policy aims to protect the safety and privacy of students and to reduce any potential risks posed to students or the school community by visitors and paid or volunteer workers.

POLICY

Visitors to Kananook students will clearly serve an educational purpose, consistent with curriculum objectives and school values. The resources required (including teachers' time) and level of disruption to the functioning of the school in relation to the benefits to students will be considered. The requirements of the *Working with Children Policy 2016* in relation to paid or volunteer workers will be met. The Principal is responsible for the implementation of the Visitors to School policy.

PROCEDURES

1. All visitors (including CRTs and parents), during school office hours, will register their arrival and departure in the visitors' book located at the office, including printing their name, signing, and recording the date, times and purpose of the visit.
2. All visitors will wear a blue Visitor's badge issued at the office.
3. Paid or volunteer workers involved with students will be required to have a Working with Children Check. Family helpers who are working fully supervised by a teacher do not need to have a Working with Children Check. For more details refer to the KPS WWC Policy.

4. Volunteer workers will be made aware of the importance of confidentiality and associated implications. Where appropriate a signed Confidentiality Agreement will be sought.
5. Regular visitors will be familiarised with the emergency management plan.
6. Parents will be notified in advance about visitors to the school and parental permission will be sought for students to participate in related activities.
7. The policy and procedures will be made known to all staff, members of the school community and prospective visitors, as appropriate.
8. Talent scouts will be considered on merit. Consideration will be given to whether the activity is age appropriate, time convenient, related to learning and skill development and complementary of school programs.
9. Visiting speakers will be invited by the school and will be required to provide an overview of the content of their presentation prior to their visit.
10. Parent volunteers will be invited by the school to assist on excursions or camps (a Working With children's Certificate will be required.)

FURTHER INFORMATION

Victorian Government Schools Reference Guide, Section 4.16 – Visitors to schools

<http://www.education.vic.gov.au/management/governance/referenceguide/en/viro/default.htm>

Children First, an organisation which promotes and protects the rights and wellbeing of children

<http://www.childrenfirst.org.za/>

Evaluation:

This policy will be reviewed as part of the school's review cycle.

Prepared by	Martene Matthews and Education subcommittee of School Council
Approved by	School Council
Date Reviewed	June 2016
Responsible for review	Principal
Review Date	2019
References	DET