



VISITORS IN SCHOOLS

Rationale

At Williamstown High 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 the School, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Purpose

- To provide a safe and secure environment for students and staff
- To establish protocols and procedures to effectively monitor and manage visitors whilst not compromising the open and inviting nature of the school
- To ensure the school complies with legislative and DET requirements

Definition:

Visitors are defined as all people other than staff and students. It also excludes anyone entering the school solely to visit reception. Typical visitors to schools include:

- Parents, prospective parents and employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people

Implementation:

- Visitors are required to report to the School Administration prior to undertaking any activity within the school.
- Visitors are required to sign in through Compass and will be assigned a visitors pass which they must wear at all times within the school. Similarly, they are required to report to the School Administration at the end of their visit to return their pass and to 'sign out' through Compass.
- Visitors entering the school will be provided with directions, and made aware of any works which may impact upon their safety or comfort. The staff member in charge of organising the visit will provide this advice.
- Visitors who will have direct contact with children are required to have their Working with Children Check (WWCC). 'Direct contact is face-to-face, physical, written, oral or electronic contact'
Therefore they must have a working with children check.
- If your work involves indirect contact with children - Indirect contact being incidental to their work. Incidental to your work example 'Contact with children at a school is not part of the work a plumber does, but is incidental to their duties' **Therefore not requiring a working with children check.** We will however use our discretion as necessary if the work is ongoing or for a prolonged period.
- A site induction will also be provided if required.
- The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.



Unauthorised visitors:

Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds.

Under the Summary Offence Act 1966 the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school's boundaries outside school operating hours.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change.

This policy was last ratified by School Council on 21 August 2018.