



# CRAIGIEBURN PRIMARY SCHOOL

## VISITORS 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 Craigieburn Primary School.

### SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm. 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 from Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

### 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

Craigieburn 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.

Craigieburn 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 CPS Statement of Values, CPS Child Safe Policy, CPS Statement of Commitment to Child Safety and CPS Child Safe Code of Conduct. School visitors should also abide by the Department of Education and Training's [Equal Opportunity Policy and Anti-Discrimination Policy](#).

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
- Former students of Craigieburn Primary School
- Pre Service Teachers and Education Support Students on Placement
- 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.
- Sessional instructors, e.g. Metro music, Sport Clinics. They require a Working with Children’s Check.
- Tradespeople
- Children’s services agencies
- Talent scouts
- 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

All visitors to Craigieburn 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, signature, date and time of visit and purpose of visit via the PassTab app at the front office iPad.
- 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/name tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including our Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values.
- Will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort.
- Return to the office upon departure, sign out and return visitor’s lanyard.
- Visitors within the school who have failed to follow this process will be reminded to do so.

Craigieburn Primary School will ensure that our school’s CPS Child Safety Code of Conduct/CPS 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

All visitors who are engaged in **child-related work** must have a valid WWC Check.

The WWC check verifies a person’s history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

In some circumstances, visitors to Craigieburn Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Craigieburn Primary School will require a valid WWC Check 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

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 Check.

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.

Student Volunteers under the age of 18 years, eg work experience students, which have had volunteer work organised by an educational institution (excluding camps or excursions) do not require a WWC Check.

The School must:

- identify all staff who require a Working with Children check;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- check the card's validity on the Department of Justice webpage;
- have a photocopy of the WWC card and with details updated on the school register
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

The staff member or volunteer must:

- Provide a successful WWC check card prior to commencement at Craigieburn Primary School and is required to notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- Apply for a new WWC check before their card expires.

The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching.

A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check. A police records check gives information about a person's past criminal record and is only valid at the time of issue

Craigieburn Primary School will take a copy of each WWCC and file them. The register will be placed on the admin network.

### **Application Process for a WWC Check**

The candidate must complete a Working With Children Check application form. The forms are available online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). Under the section marked 'Details of Organisation', candidates must ensure that they state the school. If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later. Further information about the application process is available on the Department of Justice webpage.

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work at Craigieburn Primary School.

Commencement at Craigieburn Primary School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Candidates who are required to undergo a WWC check as a condition of working in the School will not be able to receive reimbursement for the cost from Craigieburn Primary School.

### **Invited speakers and presenters**

On occasion, Craigieburn 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, Craigieburn 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 or 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 (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

## 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.

## RELATED POLICIES AND RESOURCES

- CPS Statement of Values
- CPS Volunteers Policy
- CPS Statement of Commitment to Child Safety
- CPS Child Safety policy
- CPS Child Safety Code of Conduct

## REVIEW PERIOD

This policy was last updated on 8<sup>th</sup> March 2021 and is scheduled for review on March 2024