



Toorak Primary School

Visitor Policy 2022

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Toorak Primary School.

Policy

Toorak 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.

Toorak 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 *Statement of Values, Child Safe Policy, Child Safe Code of Conduct and Volunteers 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
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: 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 (e.g. 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

Visitors do not include staff members, students or parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Sign in procedure

All visitors to Toorak Primary School are required to report to the school office on arrival (see exceptions above in relation to parents/carers). Visitors must:

- Sign in via the VPass System recording their name, signature, date and time of visit and purpose of visit. Visitors must always wear their visitor label. The VPass register includes the agreement to abide by Child Safe Policy and Code of Conduct.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values, Emergency Management as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office prior to departure, sign out via the VPass System

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.



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Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically excepted before entering school buildings and when attending outdoor gatherings and events.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children Clearance

For Working with Children (WWC) Clearance and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

In some circumstances, visitors to Toorak Primary School who are **not** engaged in child-related work may also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Example School will require a valid WWC Clearance 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 unsupervised work at the school during school hours or any other time where children are present. 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 Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Toorak 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, Toorak 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 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



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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 and leave a message for their child.

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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Criminal Records Check

If Toorak Primary School becomes aware of, or, has any concerns that a volunteer has a history of dishonesty or other offences that are relevant to the duties of the volunteer (not covered under a Working with Children Check), a criminal records check will be requested through the Department of Education and Training (DET).

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Toorak Primary School will cover the cost of the criminal records check.

If the Criminal Records Check shows that the Volunteer has been found to be guilty of an offence that is relevant to the Volunteer duties being performed at the School, the Principal will advise the Volunteer that they are no longer allowed to perform their volunteer duties.

Under the Summary Offences 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 boundaries outside school operating hours.

COMMUNICATION

This policy will be communicated to our school community in the following ways :

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

School Related Policies

Child Safe Standards

Volunteers Policy

Department Related Policies

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	8 April 2022
Consultation	School Council Sub Committee
Approved by	Principal
Next scheduled review date	2026