

Port Melbourne Primary School Visitors Supervision Policy

Rationale:

To increase experience of the cultural and social features of the community, the Department of Education and Training encourages schools to:

- ensure parents/guardians partner in their children's development
- create strong partnerships with community services, schools, businesses and the wider community.

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

Therefore, during school hours, the school community must:

- 1) be aware of all visitors who are on site and what the purpose of their visit is. It is a requirement that in cases of an emergency all personnel, including visitors who are within the school grounds must be accounted for.
- 2) Create and maintain a child safe organisation

Aim:

The aim of this policy is, at all times, to ensure the safety and wellbeing of our students, teachers, office administrators, parents and all visitors to Port Melbourne Primary School (PMPS)

whilst on school premises. It is important that all types of visitors attending the school are known and where necessary, noted that they are present and their purpose is understood and accepted by the appropriate personnel.

Implementation:

Types of Visitors:

Typical visitors to schools may include, but are not limited to:

- 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
 - children's services agents
- talent scouts

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers). In such cases school procedures should set out:
 - the process for checking the identification and authorisation of such persons
 - the process for recording their attendance
 - who should facilitate their entry on to the school premises in a manner consistent with the authorisation.

Talent Scouts

From time to time, individuals, agents or representatives approach certain school wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.

In general terms, Port Melbourne PS does not encourage or support talent scouts to have access to our students during school hours as School Council deems this not to be a primary function of our school. If deemed appropriate, we may provide information to parents/guardians in the relevant year levels about opportunities so that, if desired, independent contact can be made with talent scouts.

Visiting Speakers

Visiting speakers are in a particularly privileged situation in that they have the opportunity to directly influence students.

Where initiatives involve external presenters, invitations should generally come from the school, in accordance with its educational program, and not from groups wishing to use the school as a forum to advance their causes. Presenters must be well briefed about PMPS and its community, and should be prepared to respect the range of views held by students and their families. At PMPS, staff will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.

Operational Responsibility

The Principal team are responsible for the implementation of this policy and they have an operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions.

School Council approval must be sought prior to any individuals or agents who are scouting the school community for any business activity.

The principal team should consider:

- safety needs
- visitors purpose
- educational merit
- legal requirement
- procedures

A copy of the current PMPS Emergency Management and Procedures Plan will be available in the front office, and regular visitors will be made aware of this document. This plan will also be available in all classrooms, the staffroom, learning studio and community room.

Registration Procedures for Visitors

Contractors

Contractors must sign in a separate contractors sign in book. Other information and OHS documentation will also be required before work or inspections can take place on site. The Principal team will be made aware of all contractors and general visitors to the school prior to arrival date and it will be to their discretion whether visitors, will be accompanied by a member of school staff for part or their entire visit to PMPS.

Working with Children's checks

The Port Melbourne PS School Council has the responsibility to embed a culture of child safety and ensure that policies and procedures demonstrate zero tolerance of child abuse in the organisation. All people engaged in child-related work, including parent volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. If you are a parent volunteering in an activity in which your child participates or normally participates in the classroom, you are exempt and do not need a Check. If you are closely related to each child in your child-related work you are exempt from the Check. *NB: 'Closely related' to a child means you are the: parent, spouse or domestic partner, step-parent, grandparent, uncle or aunt, brother or sister, including half siblings, step siblings, brother-in-law or sister-in-law.*

A Working with Children Card is provided by the Department of Justice. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.
- Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

To avoid confusion and to ensure that PMPS meets its mandatory obligations, we are encouraging all members of the school community to apply for a WWC. Even if you do not volunteer very often, we want to avoid a situation where a willing volunteer is unable to assist as a result of not having this check.

The principal team is responsible in ensuring everyone who requires a WWC check, has one.

Parents & Community Volunteers

Parents or carers required to have a WWCC must have this before they can work with children. A lanyard containing the WWCC may be worn by parents, volunteers or carers helping out in the classrooms, learning studio, community and music room. These are available at the office.

Invited Guests

Invited guests or speakers must register their arrival at, and departure from Port Melbourne Primary School (PMPS). There is a visitor's book where each visitor must complete and be issued with a Visitors Pass. This pass **MUST** be worn while at PMPS and returned to the office upon departing the premises. A member of staff must be with the visitor(s) upon signing in.

General Visitors

As per invited guests, general visitors who are present during and after school hours must register their arrival at, and departure from Port Melbourne Primary School (PMPS). There is a visitor's book where each visitor must complete and be issued with a Visitors Pass. This pass **MUST** be worn while at PMPS and returned to the office upon departing the premises. A

member of staff must be with the visitor(s) upon signing in.

References

- DET – Visitors to schools
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx#H2N10182>
- WWC check <http://www.workingwithchildren.vic.gov.au/home/>

Evaluation

To be reviewed as part of the school's four year review process