Melton Primary School
No. 430
"Onward with pride"

Visitors Policy

Purpose of Policy

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Melton 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 8:00am 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 – or contractors who have been granted permission to work on site outside of regular 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

Melton 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.

Melton 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, Statement of Commitment to Child Safety and Child Safe Code of Conduct*

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 councilors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- 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

During a pandemic or other such event, for the safety of the students and staff, the school may be closed to parents/carers and visitors. During this time, the school may limit access to the school site by parents/carers and visitors on an essential needs basis. During any such time, the school will be guided by the operational guidelines provided to them by the Department of Education.

Sign in Procedures

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

- Report directly to the main office
- Sign in on the Compass Portal Kiosk, providing name, phone number and who they are visiting
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Display/hold a visitor's pass from Compass at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc
- Return to the office upon departure, signing out of the Compass Kiosk Portal.

Melton Primary School will ensure that our school's Child Safety Code of Conduct/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's Check card

Schools have the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the *Working with Children Act 2005* (Vic). This Act legally requires all people engaged in 'child-related' work to hold a WWCC. The Department has a useful flowchart to assist schools in relation to making decisions about suitability checks- https://www.education.vic.gov.au/PAL/working-with-children-check-flowchart.pptx.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

It is **at the discretion of the principal** as to whether to require a WWCC for those not engaged in child-related work, noting that the Department ***recommends*** that visitors have a WWCC if they will be ***regularly present at the school and/or children can reasonably be expected to be 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 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.

Invited speakers and presenters

On occasion, Melton Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Melton 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.

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.

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 new
- Included in our staff handbook on the google drive
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

Policy review and approval

Policy last reviewed	18th June 2025
Approved by	Principal and School Council
Next scheduled review date	June 2027

Visitor Confidentiality Statement

As a visitor in the Melton Primary School community you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be student enrolment information, student health information or parent information. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.
What do I need to do as a visitor?

- Ensure you have only that personal information required to undertake your role as a visitor
- Do not disclose any personal information that you may happened to have accessed in your role as a visitor
- Do not disclose any information regarding the discussion of sensitive issues

If in doubt about the handling of personal and sensitive information, seek advice from the principal.

Name _____

Signature _____ Date _____

WWCC Number: EXP: _____

At all times the office must have a current, readable copy of your card. Thank you.