

INTRODUCTION

Kensington Primary School provides an open and friendly learning environment, which values and actively encourages visitors to the school to support and enhance existing programs. We recognise our duty of care to ensure a safe environment for our students and staff.

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education.

PURPOSE

- To provide a safe and secure environment for students and staff
- To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of our school

GUIDELINES

Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the *Education and Training Reform Act 2006* (Vic):

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Programs delivered by visitors must be for the purpose of complementing, supporting and/or enhancing existing programs and/or identified needs. Programs will be arranged in consultation with the school.

Types of Visitors

Visitors to the school are defined as all people presenting on school grounds during school hours 8:45am to 3:45pm Monday to Friday other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors include (but are not limited to) the following:

- prospective parents, prospective employees, visiting students not accompanied by a teacher
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers
 - invited speakers e.g. incursion presenters
 - sessional instructors such as instrumental music instructors, health professionals such as occupational therapists, psychologists, physiotherapists, etc...
 - mentors, tutors, counsellors, social workers, etc..
 - representatives of community, business and service groups
 - local members of parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers

- official school photographers
- commercial salespeople
- trades people
- children's services agents

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).

Duty of Care

The Principal and teachers have duty of care to their students. The duty requires the Principal and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times OR as far as practicable be supervised by school staff.

The school will assess and verify the suitability of visitors who will work with children. The evidence required is a Working With Children check (WWC Check).

If a visitor is working individually with a student they will be required to supply a WWC check, a reference and proof of qualifications.

If a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption.

Approvals

As schools are educational institutions (not public places), the Principal has the ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- the educational merit and potential benefits of the visit;
- the level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular
- whether adequate supervision can be provided
- whether there is adequate space for the program to be implemented
- whether the proposed visitors will be delivering content that is appropriate having regard to school policies, Department policies and the principles and practice of Australian democracy including the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance;
- the potential for the visitor to cause controversy within the school or broader community.

The Principal will consider the suitability of visitors to be in a location where children freely move about, learn and play and whether a Working With Children Check is required or exemptions apply.

The Principal and/or their nominee will seek feedback, bi-annually, from students who attend programs and/or work individually with visitors.

IMPLEMENTATION

- Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.
- All visitors are required to report to the administration office and the follow process will be displayed at the school entrance:
 - prior to undertaking any activity within the school, visitors are required to sign in using the KPS Visitor iPad and will be assigned a "Visitor" lanyard which they must wear at all times within the school.
 - at the end of their visit, return their lanyard and sign out on the Visitor iPad.
- On their initial visit, Visitors will be inducted and sign an Induction Form indicating they have read related Child Safe Policies and OH&S requirements. They will provide a copy of their current Working With Children Check and where applicable, a reference and copy of their qualifications.
- An induction session for Parent Helpers will be held annually.
- All visitors are required to comply with the school's Statement of Values.
- Visitors who fail to follow directions will be directed to the Administration Office.
- The school's emergency management procedures will ensure that visitors within the School at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation

This policy will be reviewed annually.

This Policy was approved by Kensington School Council

Date: November 2016