

Visitors in School Policy



Policy statement

St Kilda Primary School acknowledges that strong partnerships between the school, families, volunteers, community services, the broader community and business contribute to children's development and learning. Effective management of all visitors, volunteers and outside providers and support, training and recognition of volunteer school workers contributes to positive outcomes for children, minimises risk and is essential to the safety and privacy of students.

Guidelines

- Visitors to the school may include parent and community volunteers; invited speakers; sessional instructors; outside service providers; representatives of other schools, community, business and service groups; prospective parents and employees; and local members of the State and Commonwealth Parliaments. Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in the school from time to time over the school year.
- The Principal has operational responsibility in respect of the circumstances and conditions under which visitors are admitted into the school. Decisions are made on the basis that the activity clearly serves an educational or enrichment purpose and is consistent with curriculum objectives, is appropriate for primary school aged children, is consistent with the values of public education and/or contributes to the operation, upgrade and maintenance of the school. The Principal, as the Child Safety Leader, will ensure that each person understands the role, responsibilities and behavior expected in protecting children and young people from abuse and neglect. Staff will comply with the SKPS Code of Conduct (Student Engagement and Inclusion Policy)
- Decisions about visitors to the school and volunteer programs are made with regard to compliance with the Working with Children Act 2005 that requires a person who works or volunteers in connection with certain types of 'child-related work' to hold a Working with Children Check.
- A volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, for example a volunteer, Parent Green Team or parent classroom helper. Volunteer school workers are supported, supervised and monitored by the school under the direction of the Principal. Volunteers will be provided with professional development and appropriate support necessary to help them carry out their tasks in an effective manner if required.
- On the basis that student involvement will lead to experiences that enrich learning and skills development and complement their school education, SKPS supports the practice of facilitating contact with a range of organisations or individuals – including children's choirs, orchestras and drama groups, sporting associations, film companies looking for groups of 'extras' or undertaking individual casting. Decisions on such activities are made by the Principal on the basis that the activity is regarded by the school community as suitable and the individual or organisation is credible and recognised. In general this would be on the basis of sessions by approved organisations during school hours supervised by school staff or for interested students accompanied by their parents, using school facilities, outside of school hours, or provision of information to the parents of students in the relevant year levels about opportunities so that, if desired, independent contact can be made.

Implementation

- To ensure the safety of students, staff and visitors in the event of an emergency situation at the school, all sessional instructors, outside service providers, volunteers and visitors during school hours (8.45am

to 3.45pm) are required to register at the administration office on every visit, and wear a visitor's badge whilst in the school.

- Volunteers will be invited to use the staff room and facilities
- Visitors, specialist staff, outside service providers and volunteers are required to carry out tasks in a manner consistent with school expectations as stated in the Code of Conduct, including maintenance of a professional, cooperative and confidential working environment that reflects the values and views of the school as described in the Student Engagement and Inclusion Policy.
- Parents and volunteers in our school will require Working with Children Checks for a range of school activities that involve interacting with students such as school camps, excursions, school swimming and any ongoing volunteering in the classroom (reading etc.). This is consistent with Victorian Government requirements.
- WWCCs will **not** be required for any school fundraising or social activities – Mother's or Father's Day events, working bees, school fete etc.
- Visitors and volunteers that are not required under the Working with Children Act 2005 to hold a Working with Children Check are never left alone with children and are supervised in the classroom or accompanied by the Principal or the Principal's representative at all times.
- School Council requires that volunteers assisting with school camps hold a Working with Children Check and provide a current Police Records Check prior to their participation.
- The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns. The school will take action to respond to a complaint.
- When the school is gathering information in relation to a complaint about alleged misconduct with, or abuse of a child, the school will listen to the complainant's account of things and take them seriously, showing understanding and keep the child (or their parents/carers) informed about progress
- The work of volunteers and outside service providers within the school is recognised and celebrated.