

Visitors to the School

Reference must be made to the most current COVID Safe Plan when implementing any part of this policy for advice on visitors in schools and managing the risk of COVID-19.

This policy is to advise and guide the Principal whose responsibility it is to implement policy with appropriate procedures – See Visitors Procedures

Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)

Purpose

To provide a safe and secure environment for students and staff.

To establish protocols and procedures that effectively monitor and manage visitors to Berengarra School.

Rationale

Berengarra School seeks to provide an open and friendly environment which values and actively encourages visitors to the school, while recognising our Duty of Care to ensure a safe environment for our students and staff.

Strong partnerships with parents/ guardians, community services, schools, businesses and the wider community have the potential to enhance the educational, cultural and well-being environment of the school.

This policy applies to the screening, supervision and management of all people who visit our school.

Types of visitors

For the purpose of this policy, visitors are defined as all people entering the school grounds other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

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

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police, see: [Police and DHS Interviews](#)
- persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).
- staff including allied health practitioners

- public officials (e.g. Ministers, Members of Parliament, Mayor)
- National Disability Insurance Scheme (NDIS) Therapists and other allied health or health practitioners.

Protocols

The Principal will:

- Implement school level policies and procedures
- be responsible for visitors allowed into school
- ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation
- ensure that visitors, where required, have the appropriate approvals to work with children, see [Suitability Checks for School Volunteers and Visitors](#) (previously 'Volunteer Checks')
- ensure that the school has policies and procedures in place to meet the requirements of the Child Safe Standards, including for identifying and responding to child abuse
- establish the requirements for parental permission for students to participate in programs or related activities delivered by visitors.
- ensure that any programs delivered by visitors are 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.

Approvals

On the basis that schools are not public places, but are educational institutions, the Principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds both within and 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

Related Berengarra School Policies and Procedures

Child Safe: Commitment to Child Safety

Child Safe: Code of Conduct

Child Safe: Responding and Reporting Obligations

Working with Children Checks

Emergency Management Plan

External Providers (off-site)

Bullying Prevention

Evaluation:

This policy will be reviewed as part of the Berengarra School Review cycle.

Endorsed by Board: Oct 2018

Review date: Oct 2021

Endorsed by Board: Oct 2021

Review June 2022