

Berengarra School

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. 1359 (2022)

Visitors to the School

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

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,
- 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.

Visiting speakers

Berengarra School staff must:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- ensure that visitors do not present information or programs that may conflict with the Education and Training Reform Act 2006, policies of the department and the school
- respect the range of views held by students and their families.

Protocols

The Principal will:

- Implement school level policies and procedures
- be responsible for visitors allowed into school
- require all visitors arriving and departing during school hours to use a visitors' book to record their name, signature, the date and time, and the purpose of the visit. All visitor sign in books are 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 *Volunteer and Working with Children Check policies*
- 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
- ensure that school policies and procedures that are relevant to visitors are available/visible to the visitor, including the requirement to abide by the school's child safety code of conduct
- ensure that emergency exits and emergency procedures are available/visible to visitors
- 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 Safety and wellbeing policy

Child Safe standards Code of Conduct

Child Safe: Responding and Reporting Obligations

Working with Children Checks

Emergency Management Plan

External Providers (off-site)

Bullying Prevention

Code of Conduct for the School Community

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