



Burwood East Primary School No. 454 VISITORS TO SCHOOL POLICY

1. Rationale

It is the responsibility of the school to ensure the safety of all students and staff. During any school day there are many people who visit the school on business and to communicate with staff and students. It is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the safety of the students, staff and visitors themselves.

2. Guidelines

- Recognise the purpose of schools as educational institutions, and the fact that schools are not public places
- Secure the safety and privacy of students, and avoid any potential risks posed to students by visitors
- The reason for the visit clearly serves either:
 - an educational purpose and is consistent with curriculum objectives or
 - is for the purpose of maintaining, repairing or building when relevant
- The reason for the visit is appropriate for children or young people in the relevant age group, and is consistent with the values of public education
- The requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers who need to have a Working with Children Check
- The potential benefit to the school community of different types of visits is recognised
- The Principal uses his/her discretion, recognising the potential for a visitor to cause controversy within the school or broader community
- The level of disruption to the functioning of the school is assessed in relation to the potential benefits to students
- The visit involves the appropriate use of DEECD resources, including teachers' time
- The safety of students, staff and visitors is catered for in the event of an emergency situation at the school
- This policy should be read in conjunction with other relevant legal considerations and DEECD policies concerning privacy, the photographing of students, mandatory reporting.

3. Implementation

On arrival at the school all visitors must report to the school office. All visitors must wear a badge identifying them as visitors. They must sign in, in the Visitors' Book. When leaving the school premises they must sign off and return their badge.

Parent Helpers and volunteers

Many parents and volunteers assist and support classroom teaching/learning programs providing students with much needed additional small group and one-to-one reinforcement of classroom learning. These parents are often in the school for short periods of time. They must sign in and out at the school office and collect a visitor's badge. They must wear a badge indicating that they are a visitor throughout the entire time they are working with students. These badges are to be kept at the office. These parent helpers are also required to have a Working with Children Check. At Burwood East Primary School, we also require that helpers have attended a school based parent helper's information session, where privacy and responsibility issues are explained. There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur at school assemblies and special whole school events such as Education Week and the school fete. On these occasions visitors are not required to sign on and off.

For school assemblies visitors are requested to stand away from the students so they do not hinder the students' view. If parents wish to be present at the morning assembly, they do not have to sign in and out, but must sign on if they choose to remain at the school after the assembly.

Afternoon Pick Up

Many parents pick up their own children from school in the afternoon. It is requested that they remain outside the buildings and wait for their children in appropriate areas.

The expectation is that these parents will park in side streets. The staff car park and the car park at the front of the school, both off Highbury Road, are not safe or suitable places for parents to park at this time.

Parents will need to go to the office to sign out if they are picking up their child during the school day. They must complete a pink slip and hand this to the class teacher when collecting their child.

Special School Events

There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds during the school day when students are present. This can occur at school assemblies and special whole school events such as Education Week and the school fete. On these occasions visitors are not required to sign on and off.

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Talent Scouts

The Burwood East Primary School community supports visits to the school by some groups or individuals, where it is considered that:

- The activity conducted by the persons or bodies concerned, is regarded by the broader community as suitable for young people, and specifically for the age group of the target students
- Student involvement will lead to experiences that enrich learning and skills development and complement their school education, and
- The individual or organisation has an appropriate record in terms of their 'duty of care' for young people.

Further Procedures

Burwood East Primary School understands that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature, they are best communicated in writing to the teacher or discussed just before the school morning assembly. For any matters of a more serious nature, it is best for parents to make an appointment to see their child's teacher and visit the school at a mutually convenient time.

If parents have any issue with an individual student they are not to approach them while on the school grounds. Parents must make an appointment to see their child's teacher, or Principal about the matter.

Staff and students should be aware of the School's Visitor's Policy and should direct all visitors to the school office if they have not signed in.

4. Policy Evaluation

This policy should be reviewed as part of the school's three-year review cycle.

Approved: July 2015

Review: 2018