

Albert Park Primary School

VISITORS TO THE SCHOOL

POLICY

Rationale

We adhere to Child Safe Standards to promote and protect the rights and well-being of students. There are many reasons why people might visit the school. However schools are not public places and we are aware of potential risks which is why we require visitors undertaking any child-related activities to have a current Working With Children Check.

Aims:

Our aim is to protect the rights and well-being of students and staff.

Implementation

Procedure for Visitors:

The general office staff will be informed by teachers prior to a visitor coming to the school or venue, including the purpose of the visit. No visitor can undertake any child-related activities at the school in any capacity including under the supervision of a teacher, without a valid Working with Children Check. All visitors must present or have provided their current Working with Children Check or be refused entry.

Whilst on-site, all visitors will use the sign in book at the general office when they arrive and depart and wear an appropriate badge found in the school foyer.

All yard duty teachers are to question any adult in the school who is not wearing an appropriate badge and direct them to the general office or ask them to leave the school grounds.

Parents are not to enter the classroom unless they have signed in and have an appointment with the teacher.

Visitors will be informed of school routines and obligations on arrival or in advance of their visit by the supervising staff member. They must obey any instructions by staff in the operation of the Emergency Plan.

Parental Permission

There are a number of legal issues regarding visitors including privacy and photographing students. There are occasions when parents will be notified in advance about visitors to the school, such as photographers and media and there may be a need for parental permission for students to participate in some visitor related activities.

Volunteers/ Parent Helpers:

Each volunteer application will be considered on its suitability to the current school climate.

Volunteers will have an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively. They'll be expected to carry out tasks in a manner consistent with school expectations and be aware that this is a confidential working environment.

Visiting Speakers:

We ensure the content of presentations and addresses contribute to the development of students' knowledge and understanding. We brief presenters about the nature of the school and its community and ensure they respect the range of views held by students and their families

Talent Scouts:

With parent written consent, the school will allow Not-for-profit groups to conduct auditions or activities at school. Applications by professional groups will be passed on to parents for private arrangements to be made.

This policy was last ratified by School Council on....

16th October 2017