

# Albert Park Primary School

## VISITORS TO THE SCHOOL

### POLICY

#### **Rationale**

There are lots of reasons people might visit APPS. They might be prospective parents or employees, or those who visit the school to aid in lessons and school activities. These people may be parent and community volunteers, invited speakers, sessional instructors, representatives of community, business and service groups or government representatives.

Schools are not public places and we need to be aware of potential risks posed by visitors, which is why we require visitors dealing directly with our students to have a current Working With Children Check.

Another group of visitors are those who are conducting business such as uniform suppliers, booksellers, the official school photographer, commercial salespeople, trades people, children's service agents or talent scouts.

The reason they are visiting our school is also relevant. Is it for an educational purpose consistent with our curriculum? Are they community-based, not-for-profit groups or visitors with a commercial or marketing purpose?

The potential for a visitor to cause controversy within the school or broader community is also a consideration as well as the level of disruption to our school compared to the potential benefits to students.

The use of our resources, including teacher's time is also a factor.

#### **Aims:**

Our aim is to ensure the effective and safe management of visitors to our school premises.

#### **Implementation**

##### **Procedure for Visitors:**

The principal and general office staff will be informed by teachers when a visitor is coming to the school and why.

All visitors must observe the notices placed around the school.

As mentioned earlier, all parents, volunteers and visitors who will be interacting with students must have presented a current Working With Children Check to the school office prior to any student contact.

All parents and visitors will sign a book at the general office when they arrive and depart. Parents will wear a Parent badge, visitors will wear the Visitor badge.

All Kidko instrumental music teachers will wear an authorisation badge issued by the school for the duration of the Memorandum of Understanding.

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 before any teaching session, unless they have signed in at the office and have an appointment with the teacher.

All visitors must obey any instructions by Albert Park Primary School staff in the operation of the Emergency Plan.

##### **Legal requirements**

There are a number of legal issues regarding visitors including privacy and photographing students.

We adhere to Child Safe Standards which promotes and protects the rights and well-being of children.

Visitors will be informed of their obligations on arrival or in advance of their visit.

Some visitors will be accompanied by a member of staff, while others will be need to wear a distinguishing badge.

Regular school visitors will be made aware of school routines, including the emergency management plan.

There will also be 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:**

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, being appropriate, professional and aware that this is a confidential working environment.

**Visiting Speakers:**

At APPS 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.

**Educational Consultants:**

When consultants are required to assess or provide learning therapy for students with learning needs, the school will endeavour to find an appropriate teaching space for short-term intervention. These specialists will comply with the Visitors to School Policy and supply a copy of their Certificate of Currency- public liability insurance.

**Police:**

Occasionally police need to interview a student at the school as part of an investigation, On such occasions, the police officer's ID's be photocopied and the Principal class officers notified immediately.

A member of staff known to the student will accompany them to the interview as an observer. The police officer will be introduced to the child and the purpose of the visit is explained. At no time will a child be interviewed on their own.

**Talent Scouts:**

Not-for-profit groups who seek to invite talented children into their ranks may be provided with the opportunity to assess our students through school organised auditions or activities. These opportunities will be communicated to parents and the appropriate process followed.

Applications by professional groups to audition talented students will be passed on to parents for private arrangements to be made.

Each application will be considered on its merits.

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

18<sup>th</sup> June 2018

Be Kind and Fair

Act Safely

Respect Everyone's Rights

One Voice at a Time

Keep Trying