



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

VISITORS POLICY

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Penleigh and Essendon Grammar School (PEGS).

Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8am to 5pm including parents, contractors, and other visitors. Outside of these times, our Reception offices are not staffed and this policy does not apply.

Definitions

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Policy

PEGS strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, and other organisations.

The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's Statement of Behaviour, Rules of the School, Policy for a Child Safe School and Code of Conduct for Staff and Others Who Interact With Students.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to: [

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and staff
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Contractors, including tradespeople

- Children's services agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police and emergency services workers
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to PEGS are required to report to the relevant Reception office on arrival (see exceptions below in relation to parents/carers). Visitors must :

- Register through the School's electronic PASSTAB system their name, date and time of visit and purpose of visit
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's [lanyard/ name tag] at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Statement of Behaviour, rules of the School, Workplace Behaviour, Mutual Respect Policy, Privacy Policy
- Return to the office upon departure, sign out and return visitor's [lanyard/ name tag]

PEGS will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in through PASSTAB.

Working with Children Clearance

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance.

In some circumstances, visitors to PEGS who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, PEGS will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the Main Administration office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, PEGS may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. PEGS will ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives.

Parent visitors

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the section's Reception office.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school Reception or the Facilities shed as directed by the Facilities Manager upon arrival for instruction and follow the sign in procedure outlined above.

Related Policies and Procedures

- Volunteers Policy
- Policy for a Child Safe School
- Code of conduct for staff and others who interact with students
- Policy for Protection of Children and Managing the Risk of Child Abuse
- Statement of Behaviour
- Mutual Respect Policy
- Workplace Behaviour - Harassment, Bullying and Occupational Violence
- Equal Opportunity
- Occupational Health and Safety Policy