



Teesdale Primary School Policy

VISITORS POLICY

(Ratified February 2022)

Teesdale Primary School recognises that high levels of involvement from parents, community groups, agencies and business and philanthropic organisations is important in building a strong learning community.

Aims:

The school will continue to seek new opportunities to advance students' learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community. This can include; parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; local members of the State and Commonwealth Parliaments, prospective parents and employees; and relevant children's services agencies, trades people, arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers

It is acknowledged that there are potential risks in allowing visitors into the school, including visitors who are members of students' families or members of the local community. These risks need to be managed.

Nature of the Program:

The school council is aware that:

- The school is an educational institution and not a public place
- The safety and privacy of students is paramount and therefore potential risks posed to students by visitors must be avoided

Implementation:

Teesdale Primary School will accept visitors upon the condition that the visit:

- clearly serves an educational purpose and is consistent with curriculum objectives
- is appropriate for children or young people in the relevant age group, and is consistent with the values of public education
- meets 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
- there is potential benefit to the school community
- does not cause controversy within the school or broader community
- does not cause disruption to the functioning of the school in relation to the potential benefits to students
- does not hinder the appropriate use of DEECD resources, including teachers' time
- takes into consideration the safety of students, staff and visitors in the event of an emergency situation at the school, and
- Abides by relevant legal considerations and DEECD policies concerning privacy, the photographing of students, mandatory reporting, and Children First, an organisation which promotes and protects the rights and well-being of children.
- Adheres to Teesdale Primary School Child Safety Code of Conduct and Commitment Statement

Teesdale Primary School will ensure:

- All visitors, during school hours, register their arrival at, and departure from the school in a visitors' book, including printing their name, signing, and recording the date and times and purpose of the visit. (This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.)
- Visitors will be issued with a distinguishing badge
- The familiarisation of regular visitors with school routines, including the emergency management plan is adhered to.
- Parents are notified in advance about guest presenters to the school,
- Requirements for parental permission for students to participate in related activities will be normal practice.

The Principal;

- is responsible for the implementation of the policy
- Has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions.
- will seek where necessary, Regional Office assistance and advice from the Legal Services Branch



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*CAFÉ at the Mudbrick – visitors to this event are excluded from the sign in book and visible badge.

Communication

This policy will be shared via the school website.

Review

This Policy was last reviewed in February 2022 and is scheduled for review in 2023.