



Preston North East
PRIMARY

Visitors Policy

VISITORS POLICY

PHILOSOPHICAL BASIS

Preston North East Primary School recognises that parents and families are valued partners in their children's development and learning. It also seeks to create strong partnerships between community services, schools, business and the broader community who have an interest in improving educational outcomes for students. Interaction between the school and the community inevitably leads to the presence of a range of visitors in the school. These may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; prospective parents and employees; and local members of State and Commonwealth Parliaments. Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in schools from time to time over the school year.

All personnel who are not regular employees of the Department of Education and Early Childhood Development can be regarded as visitors.

Preston North East Primary School clearly acknowledges there are potential risks in allowing visitors into the school, including visitors who are members of students' families or members of the local community. The school accepts its responsibility to ensure the safety and privacy of students at all times.

POLICY GUIDELINES

- All visitors during class hours (9.00am – 3.30pm) will be required to register their arrival at and departure from the school in the Preston North East Primary School visitor's book. This includes printing their name, signing and recording the dates and times and purpose of the visit. Where it is impractical for visitors to sign in, e.g. school assemblies, music concerts, sports events, etc, it is expected that the Principal or their nominee endorses their presence and the purpose of their visit.
- All visitors will be issued with a visitors pass to be worn & visible at all times.
- Regular visitors to the school will be informed about school routines including the Emergency Management Plan. Visitors are expected to conduct themselves in a manner consistent with the Student Code of Conduct and the values and behaviours of the Preston North East Primary School Strategic Plan.
- With the exception of parents working directly with their own children the Working with Children Act 2005 requires that all school visitors working with children (**including oral, written or electronic communication with children**) hold a valid Working with Children's Check of which a copy must be retained in the school office.
- Parental permission must be sought from the school before any student can participate in formalised presentations associated with the implementation of classroom programs.
- No visitors will be allowed to photograph children without parental permission in accordance with the Privacy Act. This does not preclude parents photographing their own children at school events such as concerts, assemblies and sporting events.

- In allowing visitors to the school the Principal shall determine the level of disruption to the function of the school in relation to the potential benefits to the school.
- The Principal shall have the right to refuse access to the school to any visitor who has the potential to cause controversy within the school or broader community.

Evaluation

This Policy was Last Reviewed at School Council in April 2015