



ABERFELDIE PRIMARY SCHOOL

Visitors Policy

Context of this Policy

The *DET* recognises that high levels of parental involvement in schools and strong communities are critical to children's development and learning. Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for children and young people and helping them pursue academic excellence. It is important that schools make the most of these partnerships.

The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business.

Schools are encouraged 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.

Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools. 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 the 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.

It is acknowledged that there are potential risks in allowing visitors into schools, including visitors who are members of students' families or members of the local community. These risks need to be managed in a manner which takes account of the nature and size of the school and its community.

Key Principles

Our policy and protocols are founded on a number of key principles

- The purpose of schools is that they are educational institutions,
- The safety and privacy of students at APS is, and will remain paramount and the school should seek to eliminate any potential risks posed to students by visitors

Policy

Requirements for Visitors to our School

Aberfeldie Primary School recognises that visitors to our school have the capacity to enrich and broaden the learning opportunities for our students. It is important that a visitation to our school demonstrates that it;

- clearly serves an educational purpose and is consistent with curriculum objectives
- is appropriate for children or young people in the relevant age group
- is consistent with the values of public education
- is an appropriate use of DET resources, including teachers' time
- has no potential for a visitor to cause controversy within the school or broader community

- in no way compromises the safety of students, staff and visitors in the event of an emergency situation at the school
- is consistent with 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

School procedures

As a minimum the school requires that 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 potential investigation. The registration requirement is not necessary for school special events, such as *Prep 100 Days of School* and *Whole School Assembly*.

Visitors will be required to wear a distinguishing badge/ lanyard during their time on site

Visitors who are not familiar with the school, will be accompanied by a member of the school staff and briefed on their responsibilities whilst on our premises.

The school will provide an information session to regular visitors to familiarise them with school routines. Emergency Management Plans will be displayed around the school. Contractors who provide services to the school will be provided with an Induction Manual (refer to Occupational Health and Safety Policy).

Where practicable parents will be notified in advance about visitors to the school, who will be directly interfacing with their children.

Consultation and communication

School council gives a commitment to take into account the views of their communities in making decisions in regard to the school and its students. The approved policy and procedures should be made known to all staff, members of the school community and prospective visitors, via the newsletter and web-site

Operational responsibility

Within the parameters of the law and Departmental advice, the Principal is responsible for the implementation of the policy developed by the school council. The principal has operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions. If in doubt, Principals will consult with the Regional Office and seek advice from the Legal Services Branch.

Talent scouts

From time to time individuals, agents or representatives approach certain schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.

Assisting such efforts to recruit students is not a primary function of schools. Aberfeldie Primary School sees this function as one that should only be carried out privately by parents and students, out of school hours, without the involvement of the school.

Reputable organisations are welcome to place contact details in our school newsletter, with any further action at the discretion of the parent or guardian.

Date:

This policy was last reviewed August 2018