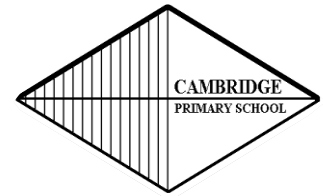


## Visitors to School Policy



### **Preamble:**

Cambridge Primary School recognises that high levels of parental involvement in the school and strong communities are critical to children's development and learning. It is important that Cambridge Primary School makes the most of these partnerships.

Cambridge Primary School seeks 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.

It is acknowledged that there are potential risks in allowing visitors into Cambridge Primary School (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.

### **Guidelines**

#### • **Operational responsibility:-**

The Cambridge Primary School Principal Class Officer/delegate 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 should consult with the Regional Office and seek advice from the Legal Services Branch.

- All visitors who will have direct contact with children must adhere to the requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers. They need to have a Working with Children Check.
- Cambridge Primary School is an educational institution, and is not a public place for people to congregate without purpose. All visitors who enter the premises without identifiable reasons will be directed to leave immediately. If they refuse then relevant authorities will be notified.
- Visitors on the school premises will be allowed access based on the identified safety and privacy of students, and any potential risks posed to students.
- Visitors to Cambridge Primary School will be allowed into the school, based upon assessments made by the Principal and their delegated representatives. Entry will be made using the following criteria:
  - whether the proposed 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
  - the potential benefit to the school community of different types of visits
  - the potential for a visitor to cause controversy within the school or broader community
  - the level of disruption to the functioning of the school in relation to the potential benefits to students
  - the appropriate use of DEECD resources, including teachers' time
  - the safety of students, staff and visitors in the event of an emergency situation at the school, and
  - other relevant legal considerations and DEECD policies concerning privacy, the photographing of students, mandatory reporting, and Children First.
- **Visiting Speakers:-**  
Cambridge Primary School will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding.

- Where initiatives involve external presenters speaking on controversial matters, invitations should generally come from the school, in accordance with its educational program, and not from groups wishing to use the school as a forum to advance their causes.
- Presenters also need to be well briefed about the nature of the school and its community, and should be prepared to respect the range of views held by students and their families.
- Operational decisions about whether to proceed with a particular presentation rest with the Principal Class Officers or delegated staff member(s) after a suitable investigation (due diligence) has been conducted.

### **Procedures:**

- Visitors to Cambridge Primary School must report to the school administration office during office hours upon entry to the school premises. They need to explain the purpose of their visit, sign the Visitors Log book, and receive a visitors badge which must be worn at all times whilst on the school premises. Upon departure they need to sign the Log Book and return their identity badge.
- It will be at the discretion of the Principal Class Officers and their delegated representatives as to whether the visitors will be accompanied by a member of the school staff.
- Regular visitors to Cambridge Primary School with school routines need to be familiarised and included in the school's Displan.
- Where applicable parents will be notified in advance about visitors to the school and parental permission for students to participate in related activities will be obtained.

### **Evaluation**

- Annual Audit of procedures

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u> 1.	<u>Date Produced</u> March 2009
--------------------------	--------------------	----------------------	-----------------------------	------------------------------------