



# Visitors To School Policy

*Morningson Park Primary School 5040*

**POLICY DATE: March 2025**

**STATUS: Approved by School Council**

## Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Morningson Park Primary school. To minimise the potential risks posed to students by visitors.

## Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction and when children may be present, either between –

- 7.00am to 8.45am and 3.20pm to 6.00pm for our before and after school care program
- 9.00am to 3.20pm for our normal school hours
- 8.00am to 4.30pm when the office is staffed to monitor/receive visitors at reception.

## 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

Morningson Park Primary School 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, schools and other organisations.

Morningson Park Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's *School values, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Volunteers Policy*

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 employees
- 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
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. WorkSafe inspectors, health officers etc)  
Other Department of Education and Training staff (including allied health staff) or contractors NDIS therapists or other allied health or health practitioners
- **Sign in procedure**

All visitors to Mornington Park Primary School are required to report to the school office on arrival. Record their details on our school data system Sentral in the main office.

- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children card to office staff who will enter on Sams4Schools software and take a copy for our files.
- Wear a visitor's lanyard/name tag at all times.
- All visitors will have access to the school's emergency management plan.
- All visitors working with students will be inducted into the school by the Assistant Principal. They will be required to sign a Confidentiality Agreement
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy etc as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return visitor's [lanyard/name tag]

Mornington Park Primary School will ensure that our school's Child Safety Code of Conduct policy is available for viewing upon request.

### **Working with Children Clearance and other suitability checks**

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

It is at the discretion of the Principal as to whether to require a WWC Clearance for those not engaged in child-related work, noting that the Department recommends that visitors have WWC Clearance if they will be regularly present at the school and/or children can reasonably be expected to be present.

In some circumstances, visitors to Mornington Park Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the circumstances of their visit. For example, Example School 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.

### **Invited speakers and presenters**

On occasion, Mornington Park Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Mornington Park Primary School 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
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). Programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - elected government
  - the rule of law
  - equal rights for all before the law
  - freedom of religion, speech and association
  - the values of openness and tolerance
  - respect for the range of views held by students and their families.

### **Parent visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office too make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pickups 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 school office. Parents or carers who are prohibited from entering the school under a court order or direction of the principal are not permitted to visit the school.

**Other visitors**

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

**RELATED POLICIES AND RESOURCES**

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

**POLICY REVIEW AND APPROVAL**

|                            |                        |
|----------------------------|------------------------|
| Policy last reviewed       | August 2024            |
| Consultation               | School Council Meeting |
| Approved by                | Principal              |
| Next scheduled review date | 2026                   |