



# MAHOGANY RISE Primary School

## Visitor's Policy

### **Rationale:**

At Mahogany Rise Primary School we recognise that parents, community members and other visitors attend the School from time to time. Indeed as part of our partnerships with the broader community we encourage this community engagement at Mahogany Rise Primary School.

Interaction between the School and its community inevitably leads to the presence of a range of visitors. These may typically include parent and community volunteers; sports teams; invited speakers; student teachers; 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, official school photographers, commercial salespeople such as booksellers and uniform suppliers, teacher candidates and guest speakers may also be present from time to time over the school year.

Knowledge of all persons on the school grounds is of particular importance in the event of an emergency situation at the School. At all times the safety and privacy of students and staff is paramount.

### **Aims:**

The purpose of this policy is to provide a framework for visitors to the School and at the same time provide for a safe, well organised learning environment for the students as well as the staff.

It is recognised that there are potential risks associated with allowing visitors into the School. Therefore, this policy also seeks to advise visitors of their obligations as well as information concerning the key procedures to be observed when at the School.

### **Implementation:**

- Visitors will be expected to conduct themselves in a manner consistent with the School's values which include respectful behaviour
- Parents visiting the School for the purpose of an interview with a member of staff must present to the General Office where the staff member or student will be called to the reception area.
- All other visitors are required to present themselves to the General Office where they will explain the purpose of their visit. Once permission has been granted to be on the School premises during

school instruction hours, visitors will sign in and a *Visitor Pass* will be issued. The pass must be worn at all times and returned to the General Office on departure.

- Any trades people and/or persons engaged to undertake work on School grounds must be approved by the Principal class, Business Manager or the Office staff and they must wear an acceptable (identifiable) uniform or a School's visitor's pass at all times. The exception to this is where a person is working in a designated and fenced off building site.

Contractors must provide a Working with Childrens' Check (WWCC) upon arrival into the School for the Business Manager/Office staff to take a copy for their records. Having a valid WWCC for all contractors is a requirement at Mahogany Rise Primary School as the validity of these can be checked online.

- Teacher Candidates, guest speakers are required to provide a WWCC before their arrival to the school to the person responsible for their attendance.

Staff members will consider the following when inviting guests to the School:

- The safety of students, staff and visitors in the event of an emergency situation at the School.
- That the visit clearly serves an educational purpose and is consistent with curriculum objectives.
- That there is a potential benefit to the School community.
- That the visit is appropriate for children or young people in the relevant age group.
- That the visit is consistent with the values of public education.
- That 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 are met.
- That the protocols applying to community-based, not-for-profit groups and those applying to visitors who have a wholly or partly commercial, advertising or marketing purpose are followed.
- That the potential for a visitor to cause controversy within the School or broader community is considered in consultation with the Principal.
- That the level of disruption to the functioning of the School in relation to the potential benefits to students is considered.
- That the appropriate use of DE&T resources, including teachers' time is considered.
- DE&T policies concerning confidentiality, privacy, the photographing of students, mandatory reporting, and Children First (an organisation which promotes and protects the rights and well-being of children) are referenced.

Should staff require clarification in regard to any aspect of this policy, they seek advice from the Principal.

### **Evaluation:**

This policy was last reviewed and ratified by School Council in August 2021 and is scheduled for review in August 2022.