



## School Visitor Policy and Procedure

Document Number: 00017

St Francis Xavier Primary School operates with the consent of the Bishop of the Catholic Diocese of Ballarat and is operated and governed by the Diocese of Ballarat Catholic Education Limited (DOBCEL).

### Policy Statement

St Francis Xavier 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. St Francis Xavier Primary School also strives to foster strong partnerships with local community services, schools and other organisations.

The safety and well-being of all children and young people in the care of St Francis Xavier Primary School is paramount. As St Francis Xavier Primary School is private property, the principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with the school's *Statement of Values and School Philosophy, Child Safety and Wellbeing Policy, Safeguarding Children & Young People Code of Conduct, Volunteers Policy, Supervision of Students Information for Parents and Supervision of Students Volunteer Information.*

From time to time, different members of the public may visit the school. Visitors may include but are not limited to:

- Parents
- DOBCEL Board, Consultative Committee members and staff
- 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)
- Clergy and religious members
- Tradespeople
- Children's services agencies
- Personnel from the Department of Families, Fairness and Housing
- Victoria Police
- Persons authorised to enter school premises (e.g., Work safe inspectors, health officers)
- Other Department of Education (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### Context

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to St Francis Xavier Primary School.

## Scope

This policy and procedure outlines the school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:30 am to 4:00 pm. The Office is staffed from 8:30 am to 4pm to monitor and receive visitors at reception including parents, visitors and contractors.

## Legislative Context

- [VRQA Minimum Standards and Requirements for School Registration](#)
- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Ministerial Order 1359](#)
- [Worker Screening Act 2020 \(Vic\)](#)

## Definitions

TERM	DEFINITION
<b>Child-related Work</b>	<p>Is work in any of the occupational fields (referred to in the Education and Training Reform Act as services, bodies, places or activities), which usually involves direct contact with a child.</p> <p>Further details and a table of services or workplaces that require working with children checks can be found at: <a href="https://www.workingwithchildren.vic.gov.au/about-the-check">https://www.workingwithchildren.vic.gov.au/about-the-check</a></p>

## Procedure

### Visitor Sign In

All visitors to St Francis Xavier Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- record their name, signature, date and time of visit and purpose of visit as prompted by the digital identification system.
- provide proof of identification to office staff upon request
- produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- always wear a visitor's sticker as printed by the digital identification system
- follow instructions from school staff and abide by all the relevant school policies that relate to appropriate conduct on school grounds, including Emergency Evacuation meeting points, Child Safety Code of Conduct, Respect for School Staff as well as adhering to all DOBCEL policies and procedures as required.
- return to the office upon departure, sign out of digital identification system and remove sticker.
- St Francis Xavier Primary School will ensure that the school's *Safeguarding Children & Young Code of Conduct* is available and visible to visitors when they sign in.

### Working With Children Check / Clearance

For Working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students, please see the school's Volunteer Policy.

The Worker Screening Act 2020 requires all people engaged in child-related work (see definition below) to hold a WWC clearance.

All visitors who are engaged in **child-related work** must have a valid WWC Clearance.

In some circumstances, visitors to St Francis Xavier 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, St Francis Xavier Primary School will require a valid WWC Clearance for:

- visitors who will be working when children are present 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 be performing unsupervised work at the school during school hours or any other time when children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g., a visiting auditor who will be in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g., a member of parliament, a journalist, a newspaper photographer, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check but may be asked to verify that they are sworn officers by providing proof of identification.

### **Invited Speakers and Presenters**

On occasions, St Francis Xavier Primary School may invite external speakers or providers to deliver incursions, presentations, workshops, and special programs for the students. Consistent with DOBCEL requirements, St Francis Xavier Primary School will ensure that the content of presentations and programs by external providers contributes to the educational development of the students and is consistent with curriculum objectives.

### **Parent Visitors**

It is understood 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, parents or carers are required to call the school office to make the request to speak to or see their child.

Parents are requested to 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 the school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (e.g., parent–teacher interviews, concerts, assemblies), 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 the direction of the principal are not permitted to visit the school under any circumstances. The following procedures apply:

- Staff are emailed information that contains information regarding the restrictions including a photograph of the person/s not permitted entry
- A record of restrictions and Identification is kept in the office for quick access
- If there is a family violence order in place (such as an “intervention” Order which prevents a parent from attending at the school or being in the vicinity of the child as an “affected family member”) a

breach of such an order is a criminal offence. Accordingly, it is appropriate to contact the local police as would be the situation were a member of the public to witness a crime.

- If there is a “parenting” order which specifies which parent should be collecting on a given occasion, do not step between a child and their parent or to umpire as situations can quickly escalate and both the teacher and child can be endangered. It is appropriate for the police to be called if there is any breach of the peace or the potential for a situation to escalate. Police have the training and equipment to diffuse or otherwise handle such situations. They can also deal with any welfare issues which arise through a parent being under the influence of drugs or alcohol.

### DOBCEL Staff

Occasionally DOBCEL staff may visit St Francis Xavier Primary School. As all DOBCEL staff have received WWCC clearance and formally agreed to the *Safeguarding Children & Young Code of Conduct* during their employment process, they will not be required to show a valid WWCC Clearance, nor re-sign the St Francis Xavier Primary School *Safeguarding Children & Young Code of Conduct* when signing in.

### DOBCEL Board Directors

Occasionally DOBCEL Board Directors may visit St Francis Xavier Primary School. As all DOBCEL Board directors have received WWCC clearance and formally agreed to the *Safeguarding Children & Young Code of Conduct* during their induction process, they will not be required to show a valid WWCC Clearance, nor re-sign the St Francis Xavier Primary School *Safeguarding Children & Young Code of Conduct* when signing in.

### Other Visitors

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

## Supporting Documentation

- Safeguarding Children & Young Code of Conduct
- Statement of Values and School Philosophy
- Child Safety and Wellbeing Policy
- Parent Code of Conduct
- Volunteers Policy
- Working with Children Check Procedures

## DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the Document: [DOBCEL Principles of Governance](#).

Policy Category	Child Safety
Responsible Directorate member	Deputy Director: Stewardship
Policy Owner	Manager: Safeguarding & Standards
Assigned Board Committee	Wellbeing and Safeguarding Consultative Committee
Ratification Date	June 2023
Review Date	May 2026