

WARATAH SPECIAL DEVELOPMENTAL SCHOOL



Visitors to School Policy

RATIONALE

Waratah Special Developmental School (Waratah SDS) recognizes that parental involvement in schools and strong communities are critical to children's development and learning. Community groups and agencies are also available to improve student outcomes. Interaction between schools and their communities leads to the presence of a range of visitors in the school. For the safety and welfare of all students at Waratah SDS school community recognizes that there are potential risks in allowing visitors in the school. These risks need to be managed in a way that reflects the nature and size of our school.

*Waratah SDS takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

<https://www.vrqa.vic.gov.au/childsafe/Pages/schools.aspx>

Waratah SDS is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive, and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

AIMS

To ensure a safe working environment without risks to individual health and welfare as far as is practicable.

Visitors (*Visitors are defined as all people other than staff members*) to Waratah SDS includes but are not limited to parents, siblings, grandparents, students undertaking placement from tertiary institutions, secondary school students, work experience students, community volunteers, trades people, employees of children's services agencies, sessional instructors, school photographers, commercial sales people, representatives of community and service groups, or other as approved by the School Principal.

Waratah SDS 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 **Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, and Child Safe Code of Conduct**, which can be found on the school website

IMPLEMENTATION

All visitors working directly with students are required to:

- meet with the Principal or Assistant Principal and be briefed on the nature of the school, the emergency management plan, taken on a school tour and receive copies of the 'Occupational Health and Safety Guidelines' and 'Guidelines for Cross Infection', which can be obtained in the office upon induction.
- hold a current Working with Children Check or display a receipt to prove application for WWC has been undertaken
- fill out personal detail form and read the Waratah SDS code of conduct upon induction
- report to the coordinator or teacher at the Satellite Unit located within Brunswick South West Primary School and sign Satellite visitors book
- wear a visitors pass, obtained at the front office

Other visitors to the school not working with children (e.g. trades people, performers, handyman, gardening crew) are required to:

- have permission from the Principal or Assistant Principal to be on the school premises
- register their arrival at, and departure from the school in the visitor's book
- sign the WSDS code of conduct
- comply with all school OH&S procedures
- wear a visitors pass

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located 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 prospective parent on a school tour) will not be required to have a WWC Check.

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 to the Principal upon request.

INVITED SPEAKERS AND PRESENTERS

On occasion, Waratah SDS 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, Waratah SDS 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). In particular, 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 the range of views held by students and their families.

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