

## VISITORS POLICY



**Help for non-English speakers** If you need help to understand the information in this policy, please contact Mount Martha Primary School Office 0359742800 or email [Mount.Martha.PS@education.vic.gov.au](mailto:Mount.Martha.PS@education.vic.gov.au)

### PURPOSE

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

### SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 9.00am to 3.30pm, and 8:30am to 4:15pm, when the office is staffed to monitor/receive visitors at reception, including parents, contractors. Outside of these times, our front office is not staffed, and this policy does not apply. The only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care, school events such as Student Lead Conferences, concerts, sport or other school activities, community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours, for example gym hire.

### 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

Mount Martha 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.

Mount Martha 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 *Statement of Values Policy and School Philosophy*, *Child Safety (and Wellbeing) Policy*, *Child Safety Code of Conduct and 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 (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople.
- Tradespeople
- Children’s services agencies
- Talent scouts
- 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 Mount Martha Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their full name, mobile number as well as the name of the person they are visiting by using our Compass Kiosk located at reception. This will record all details including the date and time of the visit
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Carry a Compass Visitor pass
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including e.g.: Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy, as well as Department policies such as [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#).
- Return to the office upon departure, sign out and return the visitor’s pass.

Mount Martha Primary School will ensure that our school’s Child Safety Code of Conduct is available and visible to visitors when they sign in.

### Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our [Volunteers Policy](#).

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 a reference, proof of identity, qualification and work history involving children checks.



Any person whose duties usually involve or is likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' regardless of whether they are being supervised by a teacher or another adult with a WWC clearance and must be compliant with the Working with Children Act. 'Direct contact' with children includes oral, written, over the phone or electronic communication (as well as face-to-face and physical contact).

To ensure all volunteers and staff employed by the Department of Education and Mount Martha Primary School fall within the guidelines determined by the Working with Children Act to ensure school compliance with the Act.

A Volunteer/s school worker is a person who voluntarily engages in school work without payment or reward. A volunteer who is a parent and whose child/ren would normally participate in the activity is exempt from requirements of the Act, however a WWC must be obtained by a parent attending any swimming, excursion etc and overnight activities, e.g. camps. Current school procedure will apply to all activities of having two adults present when supervising children.

Other volunteers engaged in 'child-related work' must provide a WWC (who are not parent/family members of any student at the school).

All volunteers, current and prospective are responsible for undertaking the WWC required for volunteers.

Contractors who work at the school on a scheduled or regular basis within school hours for Maintenance, Gardening staff and Cleaners must hold a Working with Children Check.

School Work means: School community activities, such as fundraising and assisting with camps, excursions, incursions, sports days, concerts and other activities.

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

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 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 occasion, Mount Martha 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, Mount Martha 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). 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.

### 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 to 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 Student Lead Conferences, 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. Mount Martha Primary School has procedures for managing parents/carers restricted from attending the school e.g., maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.



## 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

### [MMPS Website Policy Page.](#)

- Statement of Values and School Philosophy
- Volunteers Policy,
- Child Safety Policy
- Child Safety Code of Conduct
- Student Wellbeing Policy

Department policies:

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

## POLICY REVIEW AND APPROVAL

|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| Policy last reviewed       | September 2025                                         |
| Consultation               | 11 <sup>th</sup> September 2025 School Council Meeting |
| Approved by                | Principal Karen Walker                                 |
| Next scheduled review date | September 2027                                         |