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Visitors Policy

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 8.45 am and 3.30 pm, and when the office is staffed to monitor/receive visitors at reception between the hours of 8.00 am and 4.30pm. Outside of these times, our front office is not staffed and this policy does not apply.

Definitions

Child-related work:

As defined by the *Working with Children Act 2005 (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 contact with children that is incidental to the work.

Policy

Fernbrook School strives to create an open and inclusive school community, encouraging 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, small businesses, schools, and other organisations.

Fernbrook 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 Philosophy and Culture document, Child Safety Policy, Child Safety Code of Conduct and Volunteers Policy.

Fernbrook School promotes the wellbeing of students, staff, and visitors, and has a responsibility to maintain confidentiality and other requirements under Victorian privacy law. Accordingly, the principal has ultimate discretion to approve or not approve a potential visitor and there is no obligation to provide reasons for such decisions.

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

- Parents and guardians who visit the school during the day
- Prospective parents and prospective employees
- Parent and community volunteers
- Invited speakers, sessional instructors, and others addressing learning and development
- Representatives of community, business, and service groups

- Public officials (e.g. Members of Parliament, local councillors)
- Those who are conducting business such as:
 - Food suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).
- Other Department of Education and Training staff (including allied health staff) or contractors

Sign in procedure

All visitors to Fernbrook School are required to report to the school office on arrival. Visitors must:

- Record their name, signature, date and time of arrival and purpose of visit in the visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check card where required by this policy (see below)
- Wear a visitor's name tag at all times
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds, e.g. Child Safety Code of Conduct and Philosophy and Culture document.
- Return to the office upon departure, record time of departure, sign out and return visitor's name tag.

Fernbrook School will ensure that our school's Child Safety Code of Conduct is available to visitors when they sign in.

Working with Children Check and other suitability checks

For Working with Children Check (WWCC) and other suitability requirements relating to parents/carers and other volunteers, please see our Volunteers Policy.

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

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

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

People under the age of 18 years do not require a WWCC.

Invited speakers and presenters

On occasion, Fernbrook School may invite external speakers or external providers to deliver incursions, presentations, workshops, and special programs for our students.

Consistent with Department of Education and Training requirements, Fernbrook 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

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 :

- Included in staff induction processes
- Available publicly on our school's website
- Included in our staff information pack
- Discussed at staff briefings/meetings as required
- Made available in hard copy in the policy and procedure manual in the main office

Related Policies and Resources

- Child Safety Policy
- Child Safety Code of Conduct
- Volunteers Policy
- Working With Children Check Policy

Name of Document: Complaints and Grievances Policy

Document Number: FSPOL-COM-000821

Approved by: School Board

Implemented by: The Principal

Last reviewed: August 2021

Next Review Date: August 2022