



# **MALVERN VALLEY PRIMARY SCHOOL**

## **VISITORS TO SCHOOL POLICY**

### **GENERAL MANAGEMENT AND ORGANISATION**

#### **DEFINITION**

Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day. Visitors also exclude those attending (not assisting with) school events.

#### **RATIONALE:**

Malvern Valley seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

#### **AIMS:**

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

#### **IMPLEMENTATION:**

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign a 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to sign out in the 'Visitors' book.
- Visitors will be required to acknowledge that they know and understand the school's Code of Conduct, of which a copy will be provided upon sign in.
- Visitors may be required to provide a copy of their Working with Children Check (WWCC), depending on the purpose of their visit. If it is deemed the visitor requires a WWCC and cannot provide a copy, The Principal reserves the right to disallow the visit.
- A database of parents holding WWCCs will be maintained by school administration.
- Visitors will be required to acknowledge that they know and understand the school's Emergency Management procedures. Emergency Evacuation signage will be prominent within the school to ensure all visitors are able to safely evacuate should the need arise.
- Visitors will be provided with directions, and will be made aware of any construction works or other occurrences that may impact upon their safety or comfort.
- The aforementioned process for managing and monitoring visitors will be published in the school newsletter and will appear at school entrances.
- Visitors within the school who have failed to follow this process will be directed to the main office and required to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

#### **EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle, or as required.

**RATIFIED BY SCHOOL COUNCIL: 2016**

**TO BE REVIEWED: 2019**

## Appendix 1: Abbreviated Code of Conduct

# PROTECT



Education  
and Training

### Child Safety Code of Conduct, 2016

Malvern Valley Primary School is committed to 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.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations.

#### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- Upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- Treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- Promoting the safety, participation and empowerment of students with a disability
- Reporting any allegations of child abuse or other child safety concerns to the school Principal
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

#### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

*This Code of Conduct was endorsed/approved by the Malvern Valley Primary School on 29/08/2016 for review if legislative or other changes require in the interim or no later than December 2018*