



# VISITORS TO SCHOOL POLICY

## Rationale

Hume Valley School 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 Hume Valley School we recognize 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.

*Hume Valley School 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)***

Hume Valley School 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 Hume Valley include 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 .

## 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'.



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- hold a current Working with Children Check or display a receipt to prove application for WWC has been undertaken
- fill out personal detail form
- sign the WSDS code of conduct
- report to the coordinator or teacher at the Tanderrum Way VCAL campus at Hume Central Senior Secondary College and sign the visitors book
- wear a visitors pass

**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 HVS code of conduct
- comply with all school OH&S procedures
- wear a visitors pass

### 1. EVALUATION

**Review:** This policy will be reviewed annually as part of the school's review cycle.

<b>Ratified By Hume Valley School Council</b>	November 2016
<b>Review Date:</b>	November 2017