

# Rowville Primary School

## Visitors Policy



DET International CRICOS Code - 00861K



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764-1955.

### PURPOSE

To provide a safe and secure environment for our students and students by establishing protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of our school.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am and 4:00pm.

### SCOPE

Rowville 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 strive to foster strong partnerships with local community services, schools and other organisations.

Rowville Primary School is not a public place, however from time to time members of the public may visit our school. The principal has the authority to permit or deny entry to school grounds.

Visitors include but are not limited to:

- Parent and community volunteers
- Invited speakers and sessional instructors
- Representative of community, business and service groups
- Local member of the State and Commonwealth Parliaments
- Those who are conducting business include, but not limited to: CRTs, official school photographers, commercial sales people, trades people, children's services agents, uniform suppliers, DHHS workers, NDIS therapists or allied health professionals.

### IMPLEMENTATION

- Signs directing all visitors to report to the office appear at school building entrances.
- All visitors are required to report to the office prior to undertaking any activity within the school.
- All visitors must sign into the V-Pass at the office, wear a visitor's pass at all times whilst in the school grounds and prior to leaving, return the pass to the office and sign out.
- Contractors and visitors must undertake an OHS induction and complete a Contractor or Volunteer Worker OHS Induction Checklist.
- Contractors and visitors must have a current Working with Children Check (WWCC) card, which must be provided to the office for photocopying.
- Contractors must be familiar with and adhere to the requirements of the Child Safety Policy and Child Safety Code of Conduct, which are available on the school's website [www.rowvilleps.vic.edu.au](http://www.rowvilleps.vic.edu.au)
- School staff will provide visitors with directions where appropriate.
- Visitors within the School who fail to follow this process will be directed by staff to the office.
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people from using or being within the school boundaries.
- Visitors must adhere to the School's Occupational Health and Safety procedures which are set out in the Emergency Management Plan and displayed in the staffroom.

### FURTHER INFORMATION AND RESOURCES

- Child Safety Policy
- Child Safety Code of Conduct
- Volunteers Policy



**POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2023
Approved by	Rowville Primary School Council
Next scheduled review date	June 2026