



Broadford Primary School

VISITORS TO SCHOOL POLICY

Rationale:

At Broadford Primary School we seek to provide an open and friendly learning environment which values and actively encourages visitors to our school. We wish for our school to create and foster strong partnerships with community members and services with the view to opening up our learning and increase the world of possibilities for our students and the whole school community. At the same time we recognise our duty of care to ensure a safe environment for the students and staff of Broadford Primary School, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

1. To provide a safe and secure environment for our whole school community including:
students, staff, families, visitors and resources of Broadford Primary School
2. To establish protocols and procedures that effectively monitor and manage visitors (& volunteers), create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of Broadford Primary School

Implementation:

Broadford Primary School has considered the following when developing local policies and procedures:

Safety needs:

- schools are public places
- the safety of students and staff
- potential risks posed by visitors
- the requirements for paid or volunteer workers to have a Working with Children Check.

Visitor's purpose

- categories of visitors that will be allowed into the school and on what conditions
- potential benefits of different types of visits
- whether the proposed visit is appropriate for young people (in the relevant age group)
- whether the proposed visit is consistent with the values of public education
- whether a distinction should be made between the protocols applying to:
 - community-based, not-for-profit groups
 - visitors with commercial, advertising or marketing purpose

- the potential for a visitor to cause controversy within the school or broader community.

Educational merit

- whether the proposed visit is:
 - for an educational purpose
 - consistent with curriculum objectives
- the level of disruption to the functioning of the school in relation to the potential benefits to students
- the appropriate use of Department resources, including teachers' time.

Legal requirements

Legal considerations and Department policies concerning:

- privacy
- photographing of students
- mandatory reporting
- Children First - promoting and protecting the rights and well-being of children
- Working With Children Cards (WWCC)

Typical visitors to schools include:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
 - parent and community volunteers (will be required to complete a Volunteer Details form and read the Privacy Information Appendix A)
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
 - children's services agents
- Visitors are defined as all people – (including parents involved in Classroom Helpers activities and excursions), other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.
This includes: DEECD personnel, professional service providers such as Psychologists, Speech Therapists, and Occupational Therapists, contractors, community agencies, Department of Human Services Representatives, any other individuals or groups, and any individuals or community groups using schools facilities.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign in their visit. They will be assigned a "Visitor" Identification tag 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 Visitor Identification tag and to inform the administration office of their departure

- All visitors will be provided with appropriate induction at the Principal's discretion into the school Occupational Health & Safety Program.
- Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances
- Visitors within the school who have failed to follow this process will be reminded to do so
- 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
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Further information relevant to a Working with Children checks can be found at the Department of Justice's internet site at www.justice.vic.gov.au/workingwithchildren.

RELATED POLICIES

- Working With Children Check Policy
- Child Safe Policy

RELATED FORMS see Appendix A & B

- Child Safe Code of Conduct
- Confidential Volunteer Details & Privacy

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

Date Implemented	November 2016
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	November 2016
Responsible for Review	Principal
Next Review Date	November 2019

Appendix A - Volunteer Confidential Details and Privacy Statement



BROADFORD PRIMARY SCHOOL 1125

CONFIDENTIAL VOLUNTEER PERSONAL DETAILS

Surname

	Title (Mr/Mrs/Ms/Dr)	
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Given Names

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WWCC NUMBER

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Address

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..... Postcode

Home Telephone No.

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Mobile No.

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Car Registration No

	Sex (M/F)	
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Emergency Details - 1

Contact Name

	Relationship	
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Address

.....

..... Postcode

Emergency Telephone No

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Copy card here. –

Place this sheet in bypass tray face down this end closest to you.

Place WWCC on the Copier face down closest to you.



Volunteers and privacy in the school community

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

What do I need to do as a volunteer?

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
 - Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
 - Ask yourself, is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have happened to have accessed in your role as a volunteer.**
 - Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**
 - If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
 - If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
 - Individuals can complain to the Department of Education and Early Childhood Development or the Victorian Privacy Commissioner if they feel their privacy has been breached.
 - If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Early Childhood Development on 9637 3601.

Responsible management of personal information is everyone's business.

Appendix B



Broadford Primary School Child Safety - Code of Conduct

Broadford Primary 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.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. 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.

The Principal and school leaders of Broadford Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Broadford Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

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, including school camps and in the use of digital technology and social media.

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 (ATSI) 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's leadership
- 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 and ratified by the Broadford Primary School School Council on 19 October 2016. A review of this Code of Conduct will occur if there are any legislative or other changes in the interim or no later than December 2019.

I have read, understand and am committed to ensuring the Child Safety Code of Conduct is adhered to.

Name: _____

Signature: _____

Date: _____ **Role:** _____