

BRIGHTON BEACH PRIMARY SCHOOL



VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 9591 0888.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Brighton Beach Primary School (BBPS).

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds:

- when the school is open for instruction (8:45am to 3:45pm)
- when the Administration Office is open (8:15am to 4:15pm)

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

BBPS strives to:

- create an open and inclusive school community;
- encourage parents/carers/guardians to be actively involved in their child's development and education; and
- foster strong partnerships with local community services, schools and other organisations.

BBPS is not a public place. The principal has the authority to permit or deny entry to school grounds and makes available to all visitors our school's *Statement of Values and Philosophy*, *Child Safety Policy*, *Child Safety Code of Conduct*, and *Volunteers Policy*. Should a person be denied entry, the school will follow appropriate procedures as per:

- BBPS School Code of Conduct
- BBPS Emergency Management Plan
- DE Trespass Policy

Visitors may include, but are not limited to:

- Parents, carers or guardians
- Volunteers – see our school’s Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Canteen operators
- Instructors providing Special Religious Instruction (SRI)
- Tradespeople
- Children’s services agencies
- Department of Families, Fairness and Housing Workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to BBPS are required to report to the Administration Office on arrival (see exceptions below in relation to parents/carers/guardians). Visitors must:

For the purpose of Child Safe procedures:

- Record their name, signature, date and time of visit and purpose of visit using the Compass sign in portal located at the Administration Office
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor’s lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Statement of Values and School Philosophy, as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#).

All visitors must return to the office upon departure, sign out and return the visitor’s lanyard.

BBPS will ensure that our school’s Child Safety Code of Conduct and Child Safety Policy are visible on the Compass Portal at sign in.

Working With Children Clearance and other suitability checks

For a Working With Children Check (WWCC) and other suitability check requirements relating to parents/carers/guardians and volunteers working with students 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 BBPS who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, BBPS 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

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.

Invited speakers and presenters

On occasion, BBPS may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, BBPS 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; and
- any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction) and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic).

In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion, speech and association
- the values of openness and tolerance
- respect the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason why a parent/guardian or carer needs to come to school during school hours.

If there is a particularly pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents/guardians or carers communicate or deliver items via the Administration office directly.

We also ask that parents avoid contacting their child via device (mobile phone, iMessage on ipads, watch) during school hours as this can be distracting to student learning. Instead, if urgent contact is required between 9 and 3:30pm please contact the Administration Office.

All parents/guardians or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office. Examples include, but are not limited to:

- Classroom or excursion volunteers (Refer to Volunteers Policy)
- School Council and Parent Association volunteers (Refer to Volunteers Policy)
- Dropping off forgotten lunch or clothing (*Parents are asked to leave these items at the Administration Office to be passed on, and will not be required to sign in unless instructed otherwise by a staff member)
- Guest speaker as part of classroom program.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed. Classroom teachers are informed on a need-to-know basis.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the Administration 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:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Shared annually via the school newsletter
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Related policies can found on the [School Website](#):

Statement of Values and Philosophy

Volunteers Policy

Child Safety Policy

Child Safety Code of Conduct

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June, 2025
Consultation	School Council, June 2025
Approved by	Principal
Next scheduled review date	February, 2027