



VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Antonio Park Primary School.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff, by establishing processes to monitor and manage visitors to Antonio Park Primary School.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.30am and 4.30pm, including parents, caregivers, volunteers and contractors. Outside of these times, our front office is not staffed and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (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 direct contact with children that is incidental to the work.

POLICY

Antonio Park 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 also strive to foster strong partnerships with local community services, schools and other organisations.

Antonio Park Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's [Child Safety & Wellbeing Policy](#), [Child Safety Code of Conduct](#) and [Volunteers Policies](#).

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Pre-service teachers
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g., Members of Parliament, local councillors)
- Persons conducting business, e.g., uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police

- Persons authorised to enter school premises (e.g. 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 Antonio Park Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit, and purpose of visit in the *Compass* kiosk located at the office
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Check (WWCC) where required by this policy (see below)
- Wear a visitor's lanyard at all times unless this would inhibit their ability to complete their work, in which case they would carry the lanyard with them
- Return to the office upon departure, sign out and return their visitor's lanyard.

Antonio Park Primary School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Exceptions

- Parents/carers/family members who visit the school for the sole purpose of dropping their child/ren at school or picking them up from school
- During school events where the school is open outside of usual hours
- During school events where the school is open during usual hours
- Assemblies
- During a school tour
- School Council meetings
- External organisations/businesses/clubs who hire our facilities out of hours
- Emergency services in an emergency

Working with Children Check (WWCC) and other suitability checks

For the WWCC and other suitability check requirements relating to parents/carers and other 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 a reference, proof of identity, qualifications, and work history involving children checks.

In some circumstances, visitors to Antonio Park Primary School who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Antonio Park Primary School 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 unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

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), may 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, Antonio Park Primary School 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, Antonio Park Primary School 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
- Ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular 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 for the range of views held by students and their families.

Other visitors

All business operators, tradespeople, and other visitors attending the school to conduct work must report to the school office upon arrival for instruction, and follow the sign-in procedure outlined above.

Visitor Expectations

All visitors to Antonio Park Primary School are expected to:

- Comply with all school policies and procedures, including Child Safety and Wellbeing policies, the Statement of Values and School Philosophy, and relevant Department policies.
- Follow all reasonable directions from school staff while on school premises.
- Sign in at the school office upon arrival and wear identification as required.
- Act in a manner that supports the safety and wellbeing of all students, staff and other visitors.
- Not photograph, film or record students without prior approval from the school and the relevant teacher.
- Immediately follow staff instructions in the event of an emergency, lockdown, evacuation, or any safety concern.
- Report any concerns relating to child safety, wellbeing or hazards to a staff member as soon as possible.

School's Responsibility:

Antonio Park Primary School will:

- Ensure, where practicable, that visitors are accompanied by a staff member while on school grounds.
- Ensure that Allied health workers, volunteers and other approved visitors working with students remain within the direct line of sight of a staff member at all times, unless otherwise authorised.
- Provide visitors with relevant information regarding emergency procedures and expectations while on site.
- Take reasonable steps to ensure the safety and wellbeing of all students, staff and visitors.

- Ensure that any incidents, concerns or breaches of policy are reported to the Principal (or delegate) and managed in accordance with Department and school procedures.

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 Staff Google Drive
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Consultation	March 2026
Approved by	School Council - Policy subcommittee, Principal
Next scheduled review date	March 2028