

VISITORS AND VOLUNTEERS POLICY

We are a safe, inclusive and faith-filled community that inspires respectful, critical thinkers to strive towards their infinite potential.

(St. Margaret's Vision Statement)

INTRODUCTION:

St. Margaret's Primary School seeks to provide a safe, open and friendly learning environment for all staff, students and actively values and encourages visitors and volunteers. To achieve this, the School has developed guidelines to effectively inform, monitor and manage visitors and volunteers that must be applied at all times.

SCOPE:

This policy and associated procedure apply to all visitors and volunteers who may attend the school site during school hours 8:30am – 4:00pm. Outside of these times the School Reception will not be staffed, and the only visitors permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care (OSHC), school events, concerts, sport or other permitted school activities. Parents & carers are also permitted on school grounds to collect their children from community groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

POLICY:

St. Margaret's Primary School strives to create an open and inclusive school and community environment and encourages parents and carers to be actively involved in their child's development and education. The school also strives to foster strong partnerships with local community groups and other organisations.

St. Margaret's Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors and volunteers to familiarise themselves with our school's Vision & Mission Statements, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct and Parent & Guardian's Code of Conduct.

Visitors and volunteers to our school may include, but not be limited to the following:

- » Parents, Guardians & Carers;
- » Prospective parents, students and employees;
- » Catholic Education Commission of Victoria (CECV) employees & representatives;
- » Allied health or health practitioners;
- » Children's services agencies;
- » Invited speakers & guests;
- » Public officials - members of parliament, local councillors;
- » School service providers - uniform suppliers, booksellers, official school photographers;
- » Technicians – ICT & Photocopier;
- » Contractors & tradespeople;
- » Department of Health and Human Services workers;
- » Victoria Police;
- » Persons authorised to enter school premises - WorkSafe inspectors, health officers etc...;

St. Margaret's Primary School discourages visitors and volunteers who may be feeling unwell from entering the school site.

Visitors and Volunteers who fail to report to the School Reception, follow the instructions of the school staff members, breach the school's entry requirements or act in a manner that places themselves, students, staff members or others on site at risk will be asked to leave the school site immediately. Further entry to the school site may also be prohibited.

DEFINITIONS:

Child-Connected Work: As defined by Ministerial Order No. 870 – Child Safe Standards, work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child Related Works: As defined by the Working with Children Act 2005 (Vic), child-related work is work that involves direct contact, either physical, face-to-face, written, oral or electronic contact 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.

Contractor: Individuals & their employees who are engaged by the school to provide one off or ongoing services or materials in accordance with agreed arrangements. Contractors include but are not limited to; tradespersons, maintenance personnel, cleaners, after-care providers, information technology support personnel & food service providers.

External Provider: External provider for the purpose of this policy refers to any person, organisation or group offering their services and/or resources to support school-based education or specialist support at the class, year or whole-school level. Providers operate under various business models and may offer their services to schools at a cost.

Volunteer: Any non-paid individual who provides support in educational, sporting or extra curricula activities at the school. Their assistance is provided under the direction & supervision of identified school representatives.

Visitor: A Visitor is described as any person not enrolled or employed by the school & includes, but is not limited to; parents, grandparents, past students, prospective parents, Catholic Education Office representatives, community volunteers, invited speakers, counsellors, children's services representatives, contractors, health professionals & sales representatives.

IMPLEMENTATION:

Site Entry Requirements:

All visitors and volunteers to St. Margaret's Primary School are required to report to the School Reception upon arrival. Parents & Guardians or Carers wishing to speak with their child must also report to the school's reception prior to being authorised to do so.

Prior to being authorised to enter the site, beyond the School Reception all visitors and volunteers will be provided with Visitor's label sticker, which must be visibly worn at all times, and required to undertake the following:

- » Sign in via the School Attendance iPad stating their name, time of entry, purpose for the visit, enter their Working with Children Check (WWCC) number and expiry date and acknowledge they have read and understand the School's Child Safety Code of Conduct etc..
- » Provide a copy of their current WWCC to office staff if a copy has not previously been provided.
- » Wait for their authorisation to be approved.
- » Once approved, the visitor will receive a visitor sticker which the visitor will be required to wear whilst on the St. Margaret's Primary School Maribyrnong school site at all times.

Visitors and volunteers are not permitted to attend St. Margaret's Primary School if they feel unwell in anyway. School Reception staff members may enquire into the immediate health of visitors and volunteers prior to being authorised to enter the school.

Visitors & Volunteers who fail to acknowledge their attendance via the School Attendance iPad. The Principal, members of the Leadership Team or Reception Staff reserve the right, and have the authority, to prohibit the entry of any visitors & volunteers to the school site.

Similarly, at the end of the visit, all visitors & volunteers must report back to the School Reception where they are required to sign out via the School Attendance iPad.

In the unlikely event that a visitor or volunteer leaves the school site without signing out, immediate contact will be made with the individual to determine their whereabouts and to remind them of site entry requirements. The principal, at their discretion, may refuse the individual future access to the school site.

NOTE: Couriers, sales representatives, postal workers etc... who do not intend to enter the school site beyond School Reception are not required to acknowledge their attendance via the School Attendance iPad. In the event the above-mentioned individuals are required to deliver items or supplies beyond the School Reception, they must ensure that they sign in via the School Attendance iPad.

Expected Behaviour/s:

Visitor and volunteers are required to follow all 'reasonable instructions' and must ensure the following at all times:

- » Dress appropriately, according to the occasion;
- » The use of courteous and acceptable language in all communications;
- » Interactions with all students, staff members is done in a civil manner;
- » Never to work 'one-on-one', in isolation with a student. Always ensure these interactions take place in the presence of another adult or students;
- » Refrain from any physical contact with students;
- » Not to discipline students or raise their voice;
- » Not take a photo or video recordings without permission;
- » Not disclose any confidential information relating to the school and their interaction;
- » Not post any comment, photo or video on social media relating to the school and their interaction with it;
- » Immediately inform supervising staff members if they begin to feel unwell in any way;
- » Immediately report to supervising staff members any disclosures or allegation of abuse;
- » Immediately report any incident or accident to supervising staff members;
- » Follow all instructions from supervising staff members in the event of an emergency;
- » Not smoke on school grounds within four metres of any entrance (Victorian Law).

External Speakers & Presenters:

St. Margaret's Primary School may on occasions, invite external speakers or presenters to deliver incursions, presentations, workshops and special programs. Consistent with Melbourne Archdiocese of Catholic Schools requirements, the school will ensure that:

- » The content of presentations and programs by external speakers or presenters is appropriate and contributes to the educational development of students and is consistent with curriculum objectives.

- » Any proposed visit, programs or content delivered by external speakers or presenters are delivered in a manner that supports and promotes the principles and practice of Australian democracy and Catholic faith including a commitment to:
 - o Elected government;
 - o The rule of law;
 - o Equal rights for all before the law;
 - o Freedom of religion, speech and association;
 - o The values of openness and tolerance;
 - o Respect the range of views held by students and their families.
- » St. Margaret's Primary School Maribyrnong adheres by MACS Guidelines for Visits to Catholic schools by Members of Parliament (March 2025)

SUMMARY OF PROCEDURE TO BE FOLLOWED WHEN ATTENDING SCHOOL GROUNDS:

Parents, Contractors, Volunteers, Visitors and External Providers

1. With the exception of morning and afternoon assemblies and open classrooms, all Parents Contractors, Volunteers, Visitors and External Providers must state their identity and purpose for entering the school before being admitted unless their identity is already known. Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any person 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 both during and outside of School operating hours.

2. All Parents, Contractors, Volunteers, Visitors and External Providers after entering the School grounds are required to report immediately to the School's Administration Office. The gate is to be closed after entering the School grounds. The Esplanade gate entrance cannot be accessed during School hours from 9:00am–3:25pm; please use the School's Administration Office Entry during these times.

3. All Parents, Contractors, Volunteers, Visitors and External Providers are required to sign in on the iPad and acknowledge the school's Code of Conduct document. A Visitor's sticker will be assigned which must be visibly worn at all times. At the end of the visit, Parents, Volunteers and Visitors must report back to the Administration Office where they are required to sign out with time of exit.

NOTE: Couriers, sales representatives and postal service providers are not required to acknowledge their attendance via signature in the 'Visitor's Book' if the purpose of their entry is to

deliver items to the Administrative Office. If they are required to deliver items or supplies beyond this point they must ensure that they sign in via the iPad.

4. All Parents, Contractors, Volunteers, Visitors and External Providers will be provided with directions and made aware of any hazards or construction works, which may impact upon their safety and comfort whilst attending the School.

NOTE: Hot drinks, smoking and animals are not permitted on the school grounds or in the church in the presence of students by Parents, Contractors, Volunteers, Visitors and External Providers.

5. Parents, Contractors, Volunteers, Visitors and External Providers who fail to acknowledge their attendance on the iPad will not be permitted access to any area of the school and will be considered an unauthorised Parents, Contractors, Volunteers or Visitors as the case may be.

6. The Deputy Principal and/or the Principal must be notified immediately if there is an unauthorised Parent, Visitor and Volunteer identified on the school site.

7. The Principal, Deputy Principal or other authorised person reserve the right and have the authority to prohibit any Parents, Volunteers and Visitors from entering or remaining within the school if they have not acknowledged their attendance via the iPad or present a risk to the safety and welfare of staff or students.

8. Staff are expected to escort Parents, Contractors, Volunteers, Visitors and External Providers not identified by a Visitors Pass, to the School Administration Office. If the Parents, Contractors, Volunteers, Visitors and External Providers refuse to cooperate or the staff member feels unsafe, including risk to student safety, the staff are required to contact the office and/or the principal immediately and the Emergency Management Plan (ie lockdown) may be enacted or in some instances the Parents, Volunteers and Visitors may be escorted from the school premises.

NOTE: All Parents, Contractors, Volunteers, Visitors and External Providers are required to use courteous and acceptable language in all communications with students, staff, other parents and members of the broader School community. The use of profane, insulting, harassing, aggressive or otherwise offensive language or body language will not be tolerated. Parents, Volunteers and Visitors who fail to treat other members of the school community with consideration and respect will be asked to remove themselves from the school site.

9. Volunteers in classrooms, at sporting events, on excursions or incursions must have obtained a Working With Children's Check (WWCC) in accordance with the Working with Children's Act 2005. It is the responsibility of all Volunteers to provide a copy of their current WWCC to the School prior to engaging in any activity.

Contractors

10. Contractors are required to report to the school's Administration Office prior to gaining entry to the school site.

11. Contractors are required to sign the school's iPad and acknowledge the school's Code of Conduct document. A visitor's sticker will be assigned which must be visibly worn at all times. At the end of the attendance the Contractor must report back to the Administration Office where they are required to sign out.

12. All Contractors and their employees who have been engaged to undertake any work on behalf of the school will be asked to provide a current WWCC.

RELATED POLICIES:

Related policies include the school's:

- » St. Margaret's Primary School Maribyrnong Vision Statement,
- » St. Margaret's Primary School Maribyrnong Child Safety and Wellbeing Policy,
- » St. Margaret's Primary School Maribyrnong Child Safety Commitment Statement,
- » St. Margaret's Primary School Maribyrnong Child Safety Code of Conduct,
- » St. Margaret's Primary School Maribyrnong Parent / Guardian/ Carer's Code of Conduct
- » St. Margaret's Primary School Maribyrnong Working With Children Check Policy
- » St. Margaret's Primary School Maribyrnong External Providers Policy

REFERENCES:

- [Victorian Education Department, Visitors in Schools Policy](#)
- [MACS Guidelines - Visits to Catholic schools by Members of Parliament \(March 2025\)](#)

EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle

Updated March 2025