



Purpose:

DET encourages schools to increase experience of the cultural and social features of the community, ensure parents/guardians partner in their children's development and create strong partnerships with community services, other schools, businesses and the wider community. Schools are not public places and the safety and security of students and staff is of the utmost importance. The School Council must develop and approve written policies and procedures to manage visitors to the school.

Guidelines:

- To ensure that the school effectively manages visitors to the school premises.
- To ensure that Killara Primary School complies with legislative requirements and DET policy and guidelines.

Implementation:

- Typical visitors to schools include prospective parents, potential employees, those who are addressing a learning or developmental need, such as parent and community volunteers, invited speakers, sessional instructors, representatives of community, business and service groups, local members of the State and Commonwealth Parliaments, those who are conducting business and children's services agents.
- In consultation with the community, School Council will consider what type of visitor is permitted and/or discouraged.
- Considerations will include the purpose of the visit, educational merit, legal requirements and procedures to be implemented.
- Visitors working with children will be required to have a current Working with Children Check and complete an induction session regarding the school's Child Safety Policy and Code of Conduct
- As a minimum the school will require all visitors arriving and departing during school hours to use a visitors' book to record their name, their signature, the date, time and purpose of the visit and wear a visitor badge.
- The school will ensure the content of presentations and addresses to students contributes to the development of students' knowledge and understanding.
- The school will ensure that any programs or content delivered by visitors (other than Special Religious Instruction) complies with the requirement that education in Victorian government schools is secular



- The school will ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the Education and Training Reform Act 2006 (Vic):
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - freedom of speech and association
 - the values of openness and tolerance.

- The school will ensure that all visitors are made aware of the school's emergency procedures including emergency exits

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.