



# Nullawarre and District Primary School

<b>POLICY:</b>	<b>VISITORS POLICY</b>
<b>NOTED BY SCHOOL COUNCIL:</b>	<b>November 2021</b>
<b>TO BE REVIEWED:</b>	As part of the school's four-year review cycle or when changes occur to the Department's "School Policy and Advisory Guide" - <b>November 2025</b> This policy will also be updated if significant changes are made to school grounds that require a revision of Nullawarre and District Primary School's Visitors Policy.

*Consultation with your school council is not required for this policy as it is operational. This has been presented to school council for noting.*



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Nullawarre and District Primary School for assistance.

## PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Nullawarre and District 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 to 4:00pm. This is the time frame when the office is staffed to monitor and receive visitors at reception, including parents, contractors, student support services, other medical and learning professionals and community members. 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

Nullawarre and District 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.

Nullawarre and District 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 policies, including but not limited to Statement of Values and School Philosophy, Child Safe Policy, Child Safe Code of Conduct, Parent Code of Conduct and Student Wellbeing and Engagement Policy.

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
- 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 Health and Human Services 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 Nullawarre and District 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 through the XUNO Kiosk
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds, including the Statement of Values and School Philosophy, Child Safe Policy, Child Safe Code of Conduct, Parent Code of Conduct and Student Wellbeing and Engagement Policy, as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure and sign out using XUNO Kiosk

### **COVID-19 Vaccination Information**

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers are vaccinated or medically exempted before entering school buildings.

For further information on this process, refer to our school’s COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

### **Working with Children Clearance**

For Working with Children (WWC) Check 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 WWC Clearance.

In some circumstances, visitors to Nullawarre and District Primary School 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, Example School will require a valid WWC Clearance 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) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

### **Invited speakers and presenters**

On occasion, Nullawarre and District 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, Nullawarre and District 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 the range of views held by students and their families.

### **Parent Visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents 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.

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.

### **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.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter on a regular basis
- Made available in hard copy from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

Nullawarre and District Primary School policies:

- Child Safe Policy
- Child Safety Code of Conduct
- Parent Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteers in Schools Policy

Department policies:

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

# Nullawarre and District Primary School

## COVID-19 MANDATORY VACCINATIONS

### Information Collection and Recording Procedures

Nullawarre and District Primary School follows Department of Education and Training policy in relation to implementing the COVID-19 mandatory vaccination directions issued by the Victorian Chief Health Officer:

- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

#### Visitors and volunteers working on school sites

Under directions issued by the Chief Health Officer, we are required to collect, record and hold COVID-19 vaccination information from any person performing work on school site to ensure they meet the mandatory vaccination requirements in order to enter or remain on school site.

For school staff (being teaching service staff and school council employed staff) this information is collected by the Department. The Department also collects and manages vaccination information of certain contract providers that are managed centrally by the Department.

For all other visitors working on school site, including volunteers and CRTs engaged locally, we are required to collect, record and hold vaccination information.

The following information outlines the process Nullawarre and District Primary School staff must follow to ensure vaccination information is collected and recorded in accordance with the mandatory vaccination directions, Department policy and Victorian privacy laws.

#### Procedures for collecting and recording vaccination information

- Wherever possible we will contact volunteers and relevant visitors prior to their attendance on school site, to inform them of the vaccination requirements prior to attendance. At the same time, volunteers and relevant visitors will be reminded that they must not enter the school site if they are unable to provide vaccination information or if their vaccination information does not meet the requirements relating to mandatory vaccinations.
- All volunteers and visitors arriving on site to work will be required to present to our school office where staff will collect and record vaccination information in accordance with the Department policy: [COVID-19 Vaccinations – Visitor and Volunteers on School Site](#). Information will only be collected once, unless further information is required (such as when the person requires their second dose or where the requirements change and we are required to collect further information as a result)
- Our staff must use XUNO Kiosk to record the required vaccination information in line with the [Vaccination Status Register](#) guidelines.
- Vaccination registration information and any additional vaccination information provided by a volunteer or visitor working on school site must be stored securely in XUNO Kiosk.
- If volunteers or visitors working on a school site are unable to provide the required vaccination information or the information provided does not meet the requirements relating to mandatory vaccinations, we will ensure they leave the school site immediately and report the incident to the Department's Incident Support and Operations Centre. For further information about how we will manage these situations, please refer to the Department's policy: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

## Parents and carers visiting school sites

Under the Department's policy [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#) parents and carers who enter school grounds must have had at least one COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November or have a valid medical exception, with certain exceptions prescribed in the Department's policy.

These vaccination requirements apply to all school activities inside school buildings, including assemblies, tours, graduations and transition activities. Parents, carers and other adult visitors attending an outdoor event or gathering held at schools are also required to be fully vaccinated. In these instances, parents, carers and adult visitors must check in using the QR codes (located at suitable entry points for outdoor events and gatherings) and schools must sight vaccination information.

In accordance with this policy, our school will ask all parents and carers to use the office door entry when entering school buildings, check-in using the QR Code, and show office staff their vaccination status or a valid medical exception. Vaccination information of parents and carers will not need to be recorded, unless they are attending the school to work on site.

Limited exemptions to this policy include:

- When attending to administer medical treatment to your child when the treatment cannot be administered by the school
- When attending to collect your child who is unwell and cannot leave the school building unaccompanied
- When attending for a short time that does not involve any sustained contact with staff or students, for example, to collect something from the office

## Contact Information

The Department of Education and Training (DET) have a COVID Hotline that is available for further questions and complaints.

This number is: **1800 338 663**

Alternatively, queries can be emailed to: [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)