



## **ELTHAM HIGH SCHOOL**

### **POLICY DOCUMENT**

#### ***Visitors to the Student Services program***

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### **INTRODUCTION**

The purpose of this policy is to ensure that Eltham High School manages visitors to the Student Services program.

### **PHILOSOPHY**

To increase experience of the cultural and social features of the community, the Department encourages schools to:

- ensure parents/guardians partner in their children's development
- create strong partnerships with community services, schools, businesses and the wider community.

### **POLICY STATEMENT**

School councils must develop and approve written policies and procedures to manage visitors to the school. (See Appendix 1)

Principals must:

- implement the policies and procedures devised by the school council
- be responsible for visitors allowed into school
- ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or any future investigation.

Typical visitors to the school to support the Student Services program include:

- 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
- children's services agents

### **GUIDELINES FOR IMPLEMENTING THE POLICY**

Eltham High School identifies regular visitors to the Student Services program and provides information to the school community on the schedule and details of these visitors. When visitors are not attending the school on a regular basis, the school requires all visitors arriving and departing during school hours use a visitors' book to record their name, their signature, the date and time, the purpose of the visit. (Refer to Appendix 2 for considerations)

### **BASIS OF DISCRETION**

Minor modifications of this policy may be made at the discretion of the principal in consultation with school council.

## **RELATED POLICIES**

### **Eltham High School policies**

- Student Engagement and Well Being Policy.
- Community Based Groups Working with Children Policy.
- Volunteers in School Policy
- Privacy Policy

### **DEECD Guidelines**

#### Related policies

- Visitors in Schools
- Photographing and Filming Students
- Requests for Information about Students
- Suitable Teaching and Learning Resources
- Supervision and Access
- Volunteer Checks

### **Related legislation**

- *Working with Children Act 2005*

## **REVIEW**

This policy should be reviewed every 3 years.

Date Endorsed: 21/03/12

### **Executive Officer**

Eltham High School Council

## APPENDIX ONE

Considerations	Schools councils should consider
<b>Safety needs</b>	<ul style="list-style-type: none"> <li>• schools are not public places</li> <li>• the safety of students and staff</li> <li>• potential risks posed by visitors</li> <li>• the requirements for paid or volunteer workers to have a Working with Children Check.</li> </ul>
<b>Visitors purpose</b>	<ul style="list-style-type: none"> <li>• categories of visitors that will be allowed into the school and on what conditions</li> <li>• potential benefits of different types of visits</li> <li>• whether the proposed visit is appropriate for young people (in the relevant age group)</li> <li>• whether the proposed visit is consistent with the values of public education</li> <li>• whether a distinction should be made between the protocols applying to:               <ul style="list-style-type: none"> <li>- community-based, not-for-profit groups</li> <li>- visitors with commercial, advertising or marketing purpose</li> </ul> </li> <li>• the potential for a visitor to cause controversy within the school or broader community.</li> </ul>
<b>Educational merit</b>	<ul style="list-style-type: none"> <li>• whether the proposed visit is:               <ul style="list-style-type: none"> <li>- for an educational purpose</li> <li>- consistent with curriculum objectives</li> </ul> </li> <li>• the level of disruption to the functioning of the school in relation to the potential benefits to students</li> <li>• the appropriate use of Department resources, including teachers' time.</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• Legal considerations and Department policies concerning:               <ul style="list-style-type: none"> <li>• privacy</li> <li>• photographing of students</li> <li>• mandatory reporting</li> </ul> </li> <li>• Children First - promoting and protecting the rights and well-being of children.</li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• how to communicate policies and procedures to staff, visitors and community</li> <li>• how to impose conditions on visitors, if required</li> <li>• circumstances for visitors to be accompanied by a member of staff</li> <li>• whether visitors will be required to wear a distinguishing badge</li> <li>• the familiarisation with school routines, including the emergency management plan, required for regular visitors</li> <li>• when parents will be notified in advance about visitors to the school</li> <li>• requirements for parental permission for students to participate in related activities.</li> </ul>

## APPENDIX TWO

Considerations	Procedures
<b>Safety needs</b>	<ul style="list-style-type: none"> <li>• The School Council will be provided with all requests for visitors to support the Student services program</li> <li>• All visitors supporting the Student Services program will provide a Working with Children Check</li> </ul>
<b>Visitors purpose</b>	<ul style="list-style-type: none"> <li>• All programs and support staff that are approved by the School Council will be promoted to the school community through the school newsletter – outlining the benefits of the support/ programs</li> </ul>
<b>Educational merit</b>	<ul style="list-style-type: none"> <li>• Staff will be informed about what days the visitors will be based at the school</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• All visitors supporting the Student services program will be provided with the appropriate guidelines regarding;               <ul style="list-style-type: none"> <li>○ privacy</li> <li>○ photographing of students</li> <li>○ mandatory reporting</li> <li>○ Children First - promoting and protecting the rights and well-being of children.</li> <li>○ Incident reporting</li> </ul> </li> </ul>
<b>Procedures</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Public liability details for organisations to be provided to the Business Manager. Where possible a Memorandum of Understanding to be developed between the two organisations.</li> <li>• Confidential contact details and Working with Children Check to be provided to the school and kept on file.</li> <li>• Regular visitors to the school will be listed on the staff list and will be required to contact the school to inform them of non-attendance on scheduled days.</li> <li>• All irregular visitors will be required to sign in and out from the general office.</li> </ul> <p><b>Induction</b></p> <ul style="list-style-type: none"> <li>• The induction procedures for visitors will include the school's emergency management plan and for regular visitors will also incorporate;</li> <li>• Connection to the school's IT system</li> <li>• Training in Compass</li> <li>• Training in school based procedures including privacy, photographing of students, mandatory reporting , Children First - promoting and protecting the rights and well-being of children and incident reporting</li> <li>• Procedures for visitors to contact students.</li> </ul> <p><b>Permissions</b></p> <ul style="list-style-type: none"> <li>• As per the DEECD Student Services guidelines, students under 16 working with visitors will be required to have parental permission (in writing). Where the visitors' organisations have their own requirements, a copy of all paperwork must be kept at Eltham High School.</li> <li>• Off-site programs operating within school hours will be run as a school based excursion and will be under the supervision of a teacher.</li> </ul>

*CONSULTATION PROCESS AND WORKING PARTY INFORMATION:*

**This policy was written by:**

Fran Mullins

**Consultation has taken place with the relevant group(s) in the following list:**

<b>Group</b>	<b>Consultation</b> ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other – Student Services Team	✓
Planning and Policy Review Team of Council <b>(Mandatory)</b>	✓
School Council <b>(Mandatory)</b>	✓

