

Springvale Park Special Developmental School



Visitors Policy



Help for non-English speakers

If you need help understanding the information in this policy please contact
9546 7666 (our school office)

Springvale Park SDS is located in the south-eastern suburb of Springvale, approximately 30km from Melbourne and enjoys an outstanding reputation within the local community. We strive to achieve the best educational outcomes for all students. We seek to provide an open and friendly learning environment that values and actively encourages visitors to the school. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

At Springvale Park Special Developmental School (SPSDS), we consider the health, safety and well-being of all children and young people to be our highest priority. We strive to ensure the safety and well-being of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Springvale Park Special Developmental School.

SCOPE

This policy outlines our school's arrangements for visitors who may attend school grounds when the school is open for instruction between the hours of 9:00 a.m. to 3:00 p.m. Outside of these times, our front office is open between the hours of 8:30 am - 4:30 pm and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from, school events such as parent-teacher interviews, concerts, sport or other school activities, and community and other groups

Springvale Park Special Developmental School



who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the *Working with Children Act 2005* (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

Springvale Park Special Developmental 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.

Springvale Park Special Developmental 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 Values, Child Safe Policy, Child Safe Code of Conduct and Statement of Values.

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
- Instructors providing dance etc.
- Tradespeople/Contractors who must also complete an induction
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Department of Health and Human Services workers
- 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

Springvale Park Special Developmental School



Sign in procedure

All visitors to Springvale Park Special Developmental 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 on iPad
- 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)
- Produce their valid Working with Children Check/VIT card where required by this policy (see below)
- Wear a visitor's lanyard at all times
- Follow instructions from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Statement of Value and School Philosophy as well as Department Policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return the visitor's lanyard

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

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and 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. The school must sight the visitors WWC card and verify that the card is valid. A photocopy of the WWC card must be kept in secure personnel records. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Springvale Park Special Developmental 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, Springvale Park Special Developmental 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

Springvale Park Special Developmental School



- visitors (e.g. contractors), who will regularly be performing unsupervised work at the school during school hours or any other time when children are present.

Further background checks, including references, will 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, Springvale Park Special Developmental 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, Springvale Park Special Developmental 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.

Springvale Park Special Developmental School



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, staff training and Staff Handbook
- Discussed at annual staff briefings/meetings
- Included in Visitor/Volunteers Handbook
- Reminders in our school newsletter
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Statement of Values and School Philosophy

Child safety and Wellbeing Policy

Volunteers Policy,

Child Safety Policy,

Child Safety Code of Conduct

Department policies:

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

Springvale Park Special Developmental School



- [Contractor OHS Management](#)

Evaluation

This policy will be reviewed as part of the school's review cycle, at least once every three years.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Consultation	School Council consultation November 2023
Approved by	Principal
Next scheduled review date	November 2025