Visitors to Ascot Vale Primary School
Policy & Guidelines

Passed by School Council 18th June 2012. To be reviewed in 2015.

Rationale:

The Blueprint for Education and Early Childhood Development recognises that high levels of parental involvement in schools and strong communities are critical to children’s development and learning. Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for children and young people and helping them pursue academic excellence. It is important that schools make the most of these partnerships.

Schools are encouraged to seek new opportunities to advance students’ learning, and to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

Therefore, during school hours, the school community must be aware of all visitors who are on site and what the purpose of their visit is. It is a requirement that in cases of an emergency all personnel, including visitors who are within the school grounds must be accounted for.

Aim:

The aim of this policy is, at all times, ensure the safety and wellbeing of our students, teachers, office administrators, parents and all visitors to Ascot Vale Primary School (AVPS) whilst on school premises.

It is important that all types of visitors attending the school are known and where necessary, noted that they are present and their purpose is understood and accepted by the appropriate personnel.

Types of Visitors:

Parents & Community Volunteers

Interaction between schools and their communities inevitably leads to the presence of a range of visitors to a school. These may typically include parent and community volunteers that assist with classroom activities, school programs or attending meetings that are for the benefit of the children and the school community.
Invited Guests

There may be times when invited speakers, sessional instructors, representatives of the community, business and service groups, prospective parents and employees and local members of State and Commonwealth Parliament are invited to attend the school under special circumstances.

Contractors and General

During the course of the year, contractors or the general public may be present in the school. This may include employees of relevant children’s services agencies, tradespeople, talent scouts for sporting or arts organisations, official school photographers, commercial sales people such as booksellers and uniform suppliers.

Talent Scouts

From time to time, individuals, agents or representatives approach certain schools wishing to identify students who could contribute to their cultural, sporting, recreational or business activities.

While assisting such efforts to recruit students is not a primary function of a school, many Victorian school communities value the opportunities for broader experiences and the further development of skills and abilities that these contacts make available to their young people.

Operational Responsibility

The Principal and Assistant Principal are responsible for the implementation of this policy and they have an operational responsibility in relation to the visitors who are allowed into schools, for what purpose and on what conditions.

School Council Approval must be sought prior to any individuals or agents who are scouting the school community for any business activity.

School Council will:

a) consider the suitability of the visit to school

b) ensure that the individual or group has an appropriate record in terms of their duty of care for young people.

c) give further consideration to the means of contact with students (including times, informing and contacting parents)

Visiting speakers are in a particularly privileged situation in that they have the opportunity to directly influence students.

Where initiatives involve external presenters, invitations should generally come from the school, in accordance with its educational program, and not from groups wishing to use the school as a forum to advance their causes. Presenters must be well
briefed about AVPS and its community, and should be prepared to respect the range of views held by students and their families. At AVPS, staff will ensure that the content of presentations and addresses will make a positive contribution to the development of students’ knowledge and understanding.

A copy of the current AVPS Emergency Management and Procedures Plan will be housed in the front of the Visitors book, and regular visitors will be made aware of this document. This plan will also be available in all classrooms, the staffroom, learning studio, community room and music room.

**Registration Procedures for Visitors**

**Parents & Community Volunteers**

Parents or carers who help out in the classroom will be asked to sign a helper’s record each time they help out. A copy of this will be housed in each unit’s roll folder. A lanyard with VISITOR must be worn by parents, volunteers or carers helping out in the classrooms, learning studio, community and music room.

**Invited Guests**

Invited guests or speakers must register their arrival at, and departure from Ascot Vale Primary School (AVPS). There is a visitor’s book where each visitor must complete and be issued with a Visitors Pass. This pass MUST be worn while at AVPS and returned to the office upon departing the premises. A member of staff must be with the visitor(s) upon signing in.

**Contractors, Talent Scouts and General**

As per invited guests, contractors and general visitors who are present during and after school hours must register their arrival at, and departure from Ascot Vale Primary School (AVPS). There is a visitor’s book where each visitor must complete and be issued with a Visitors Pass. This pass MUST be worn while at AVPS and returned to the office upon departing the premises. A member of staff must be with the visitor(s) upon signing in.

The Principal and Assistant Principal will be made aware of all contractors and general visitors to the school prior to arrival date and it will be to their discretion whether visitors, will be accompanied by a member of school staff for part or their entire visit to AVPS.