



## Visitors Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9560 6494

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Jells Park 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, including parents and contractors. 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

Jells Park 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.

Jells Park 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 *Statement of Values, Child Safe Policy, Child Safe Code of Conduct*.

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 Special Religious Instruction (SRI)
- Tradespeople
- Children’s services agencies
- Talent scouts
- 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 Jells Park Primary School are required to report to the school office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit on the ipad the front counter. If still required at the time they may also be asked to sign in to the DHS QR Code.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Check where required by this policy (see below)
- Wear a visitor’s [lanyard/name tag] at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Respect for School Staff, Statement of Values etc] 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 visitor’s [lanyard/name tag] [
- Jells Park Primary School will ensure that our school’s Child Safety Code of Conduct is available and visible to visitors when they sign in.

### Working with Children Check

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 Jells Park 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, Jells Park Primary 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 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 check.
- **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.

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, Jells Park 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, Jells Park 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 (apart from the provision of Special Religious Instruction) 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 pickups 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 will use the following procedures for managing parents/carers restricted from attending the school e.g. 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.

### **COVID-19 Mandatory Vaccination directions issued by the Victorian Chief Health Officer 13<sup>th</sup> October 2021**

Schools must collect, record and hold vaccination information for all other visitors and volunteers working on school sites who will or may be in close proximity to children, students or staff.

The following information outlines how schools must manage the vaccination directions for all other visitors and volunteers working on school sites, including how they collect and record relevant vaccination information.

### **Vaccination information**

Under the vaccination directions, vaccination information is information about a person's vaccination status including whether they are fully vaccinated, partially vaccinated, medically excepted or unvaccinated. Vaccination information includes information that is derived from a record of information that was made under, or in accordance with, the Australian Immunisation Register Act 2015 (Cth) and can be shown in documents such as:

- a letter from a medical practitioner confirming the person's vaccination status or confirming the person is medically excepted
- a certificate of immunisation (for example, a COVID-19 digital certificate)
- an immunisation history statement obtained from the Australian Immunisation Register.

Only certain medical practitioners can provide a letter. For more information, refer to the following topic below: Who is a medical practitioner?

### **Medically 'excepted persons'**

In line with the vaccination directions, volunteers and visitors working on school sites may be able to show that they are an 'excepted person'.

From 18 October 2021, volunteers and visitors working on school sites who are considered 'excepted persons' under the vaccination directions may attend school sites to conduct their work.

This is a very limited category and applies only if the person has a certificate from an authorised medical practitioner showing that they are unable to receive a dose, or a further dose, of an approved COVID-19 vaccine due to a 'medical contraindication' or an acute medical illness (including COVID-19).

A medical contraindication must be one of the following issues related to the administration of an approved COVID-19 vaccine:

- anaphylaxis after a previous dose
- anaphylaxis to any component of the vaccine, including polysorbate or polyethylene glycol
- in relation to AstraZeneca:
  - history of capillary leak syndrome or
  - thrombosis with thrombocytopenia occurring after a previous dose
- in relation to Comirnaty (Pfizer) or Spikevax (Moderna):
  - myocarditis or pericarditis attributed to a previous dose of either Comirnaty or Spikevax
- the occurrence of any other serious adverse event that has been:
  - attributed to a previous dose of a COVID-19 vaccine by an experienced immunisation provider or medical specialist (and not attributed to any another identifiable cause)
  - reported to state adverse event programs and/or the Therapeutic Goods Administration.

### Who is a medical practitioner?

A medical practitioner, for the purpose of the vaccination directions, is limited to the following types of practitioners:

- a general practice registrar on an approved 3GA training placement
- a public health physician
- a general physician
- an infectious disease physician
- a clinical immunologist
- a gynaecologist
- an obstetrician
- a general practitioner who is vocationally registered
- a general practitioner who is a fellow of the Royal Australian College of General Practitioners (RACGP)
- a general practitioner who is a fellow of the Australian College of Rural and Remote Medicine (ACRRM).

This means that only medical practitioners from the list above can provide vaccination information including a letter showing evidence of vaccination or certification that a person is an excepted person under the prescribed

### Collecting vaccination information from volunteers and visitors

Vaccination information must be collected for volunteers and visitors working on school sites who will or may be in close proximity to children, students or staff.

Schools must collect, record and hold vaccination information for all other workers not listed in the section above and volunteers on school sites who will or may be in close proximity to children, students or staff.

For the purposes of this policy, this includes, but is not limited to:

- casual relief teachers
- providers of incursions
- Breakfast Club suppliers
- IT personnel (not engaged by school ICT and TSSP as they will be managed centrally as per above)
- students on placement
- services or works contractors not working within a designated construction site secured separately (for example, by fencing or hoarding) by a contractor from the rest of the school site (for example, for maintenance services or works)
- external therapists, NDIS providers or other allied health staff
- bus drivers and supervisors (if they enter the school premises)
- auditors
- volunteers performing volunteer work at the school (for example, parent helpers)
- all other persons contracted, engaged or requested to perform work at a school site, regardless of their employer

It does not include:

- delivery personnel
- visiting parents and carers (once visitors are permitted), unless they are visiting a school to perform volunteer work (for example, parent helpers)
- workers employed by external OSHC providers engaged by the school council because that information must be collected by the provider
- visitors or volunteers working on school sites that are not, or are not likely to be, in close proximity to children, students or staff (for example, if work is performed wholly after hours and no staff or students are on site or likely to be on site).

All volunteers and visitors working on school sites listed in paragraph 3 above must provide vaccination information when attending on site. If unable to provide evidence of vaccination, they must be directed to leave the school.

If you have collected information that a volunteer or visitor working on school sites is fully vaccinated, you do not need to collect any further vaccination information from them.

If you have collected information that a volunteer or visitor working on school sites is:

- partially vaccinated
- unvaccinated but has a booking for their first dose before 25 October 2021

then you will need to collect updated vaccination information from the worker for them to attend onsite after 29 November 2021.

Only volunteers and visitors working on school sites who have provided information that they are fully vaccinated workers or excepted persons are allowed to work onsite after 29 November 2021.

It is not necessary for schools to assess the validity of medical exemption certificates.

## Record keeping requirements

When collecting vaccination information from volunteers and visitors working on school sites, the following record keeping requirements apply:

- Any information or documents that cannot be stored in eduPay must be stored on the school's admin server and not on any other third party software, web or cloud based application.
- Vaccination information (for example, certificates and letters) should be placed in a password protected folder on the school admin server with very restricted access. Any hard copy records must be similarly stored securely.
- The Department has created a 'Vaccination Documentation' folder in U drive on the school's admin server with access restricted to the principal class (principals, assistant principals, campus principals) and business managers for schools to store vaccination information for volunteers and visitors working on school sites (for example, certificates and letters).
- Access to record of vaccination information and any other related information (for example, who can and can't attend the site) should be limited to only those staff who are responsible for confirming who is authorised to attend the site, for example, the principal, A/principal, business manager.
- Vaccination information is to be retained until further notice, to meet the vaccination directions issued by the Department of Health and in line with record keeping obligations.
- Schools should provide the data collection statement to persons providing their vaccination information, refer to: Data Collection Statement Contractors and Volunteers (Word).

## Exceptional circumstances

There are very limited exceptions to the vaccination directions, and in most cases these will not apply in school settings. An unvaccinated volunteer or visitor working on school sites may be able to attend a school to:

- respond to an emergency at the facility
- fill a vacancy to provide urgent care, to maintain quality of care and/or continue essential operations at the facility due to an emergency situation or a critical unforeseen circumstance – the school must take all reasonable steps to ensure that the person is wearing personal protective equipment including a surgical mask and face shield
- provide urgent specialist clinical or medical care due to an emergency situation or a critical unforeseen circumstance.

These exceptions only apply for the time required to respond to the emergency or critical unforeseen circumstance, and the school should ensure that the unvaccinated volunteer or visiting worker leaves the facility as soon as possible.

Schools should exhaust all other options before calling on an unvaccinated person to respond to an emergency situation. This includes:

- normal procedures for ensuring continuity of care such as engaging CRTs
- following the Department's policy on Reporting and Managing School Incidents to access area-based support. This includes consulting with Regional Emergency Management staff and the relevant school education improvement leader (SEIL) prior to engaging an unvaccinated relevant employee.

If an unvaccinated visiting worker attends a school to respond to an emergency situation, the principal should provide this information when reporting the emergency to the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126, as well as to the relevant SEIL.

#### Non-compliance with the mandatory vaccination requirements

Schools must take reasonable steps to prevent an unvaccinated volunteer or visitor working on school sites from attending the school to perform work, unless an exception applies.

Schools may need to take the following steps to ensure that unvaccinated volunteers and visitors do not attend school sites to work:

- remind unvaccinated volunteers and visitors of the requirement to not attend school sites to work
- if an unvaccinated volunteer or visitor attends a site to work, ask them to leave the school site immediately
- if an unvaccinated volunteer or visitor refuses to leave a school site, follow the procedures outlined in the Department's Trespass policy including providing a verbal warning directing the person to leave the school due to the need to protect the health and safety of students and staff at the school and reporting the incident to the Department's ISOC on 1800 126 126.

Whenever a person is becoming aggressive or refuses to leave school land, the principal or school staff should immediately call Victoria Police.

A visitor or volunteer attending a school site as a parent or carer for the purposes of collecting or dropping off children is not considered to be attending for work purposes and will be subject to the same requirements as all other parents collecting or dropping off their children, refer to: School Operations Guide (Word) (staff login required).

## COMMUNICATION

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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

Jells Park Primary School policies:

*Statement of Values, Volunteers Policy, Child Safety policy, Child Safety Code of Conduct]*

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [Contractors – Insurance and Contract Arrangements](#)
- [Trespass](#)
- [Visitors in Schools](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Consultation	Consultation with school council on 27 <sup>th</sup> October at school council meeting.
Approved by	Principal
Next scheduled review date	October 2025