



Visitor Policy

Rationale

This policy exists to provide a framework for visitors that provide a safe environment for students.

Aim

The aim of this policy is to:

- Provide a safe environment for students, staff and visitors.
- Ensure that Fairfield Primary School and all visitors comply with relevant Commonwealth and State legal obligations, including the Working with Children Act 2005 (Vic).

Definitions

- A *visitor* is a person who visits the school:
 - As a prospective parents and employee
 - To address a learning need (e.g. incursions)
 - To conduct business
 - As trades people
 - Department of Health and Human Services Child Protection Workers, and Victoria Police, see: [Police and DHS Interviews](#)
 - Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. WorkSafe or Environmental Health officers).
- *Fairfield Primary School* is the teaching and principal staff.

Implementation

- All visitors are to be approved by the school.
- All visitors are required to comply with the school's code of conduct.
- All visitors arriving and departing during school hours are to record their name, signature, the date and time, and purpose of the visit. A signed record of names, dates and reasons for visit will be kept.
- Visitors working with children, or who will be in an area where children move freely about, learn or play – without a staff member, will be required to have a current [Working With Children Check](#).
- Visitors are required to complete an OHS induction.
- In all situations, the duty of care of students rests with Fairfield Primary School.
- Visitors are required to carry out tasks in a manner consistent with school expectations and policies, including maintenance of a professional, cooperative and confidential working environment.



Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in August 2021.

References

- Working with Children legislation
- Department of Education and Training Volunteer Checks Policy
- Department of Education and Training Workers Compensation Policy
- [Public Liability Insurance](#)

This policy was ratified by School Council in **August 2018**