

JAMES COOK PRIMARY SCHOOL **VISITORS POLICY**



Rationale:

James Cook Primary School aims to involve the community in the school life and recognizes that this can contribute to the students' educational outcomes. We develop and maintain strong partnerships with community services, schools, businesses and the wider community. Parents are an integral part of their child's learning. Parental involvement in their child's learning happens continually at home. At school it may involve participating in regular activities and events or conversations with teachers regarding their child's learning and wellbeing. The student's interactions with visitors at the school are to be at all times positive and contribute to all students learning and wellbeing. It is noted that students, families and staff have a right to privacy according to the DE&T Privacy legislation and that **schools are not public places**. The Principal and James Cook Primary School Council have authority over visitors with the Principal taking on operational responsibility.

Guidelines

To ensure that staff have an understanding of their duty of care to students, and behave in a manner that does not compromise these legal obligations.

- The Principal maintains discretionary power over who enters the school at all times

Typical visitors to schools may include:

- parents, carers and guardians
- school councillors
- prospective parents, children and employees
- volunteers and visitors on placement
- those who are addressing a learning or developmental need, such as:
 - consultants/guest speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
 - children's services agencies such as DHS
- those who are conducting business such as:
 - booksellers
 - official school photographers
 - commercial salespeople with appointments
 - trades people with responsibilities to carry out

The following areas will be included in any decision making:

Safety

- the safety of students and staff is paramount in any decision making therefore potential benefits and risks posed by visitors is taken into account
- the proposed visit must be appropriate to the students education
- the proposed visit is consistent with the values of public education
- the potential for a visitor to cause controversy within the school or broader community.

Educational merit

- whether the proposed visit is:
 - for educational purpose
 - consistent with curriculum objectives

- the level of disruption to the functioning of the school in relation to the potential benefits to a student/s
- the appropriate use of Department resources, including teachers' time.

Legal requirements

- parents do not require a WWC check to be involved in whole school events where they are not directly involved with children other than their own
- paid or volunteer workers are to show their Working with Children Check to be copied for school records or VIT registration if teaching. This includes parents who are in these positions or working with children other than their own.
- all visitors arriving and departing during school hours use the sign in visitors' book to record their name, the date and time, the person they are seeing.
- privacy
- permission to photograph students and staff
- communication of relevant policies and procedures to staff and visitors
- conditions of entry and on-site behaviour will be enacted when necessary
- a member of staff will accompany anyone not holding the necessary documents for safe access/or deemed to be at risk by staff eg contractors carrying out work or quoting on work

Procedures

- all visitors, student teachers and supporting parents/guardians are required to wear a distinguishing badge on a yellow lanyard
- familiarisation with school routines, including the emergency management plan, will be given to regular visitors
- parents will be notified in advance about visitors to the school where relevant
- Parental permission for students to participate in related activities that involve external people will be sought as may be necessary.

External Service Providers

- Therapy provided by external (non-DE&T) sources is not delivered as part of the school curriculum.
- DE&T therapy and support teaching services are delivered within the framework of the curriculum.
- Visiting teachers and SSSOs are expected to consult with the school and participate in goal-writing, assessment and reporting. They are also invited to attend student support group meetings.
- External service providers must complete the induction checklist in conjunction with either the Principal or Assistant Principal.

Induction for external service providers
working within school hours at
James Cook Primary School

Name: _____ Date of induction: _____

Company Name: _____

The purpose of this induction is to make clear the roles and responsibilities of therapists, visiting teachers and other service providers who provide a service to James Cook Primary School students within the school and during school hours.

Therapy provided by external (non-DE&T) sources is not delivered as part of the school curriculum. External providers who are employed privately by parents are expected to provide their service at a time suitable to the classroom teacher.

DE&T therapy and support teaching services are delivered within the frame-work of the curriculum. Visiting teachers and SSSOs are expected to consult with the school and participate in goal-writing, assessment and reporting. They are also invited to attend Student Support Group meetings.

This induction is offered to ensure everyone involved understands the purpose of the therapy and its role in meeting the needs of each child. Responsibilities are identified highlighting the role of the school and the role of the therapist during these times.

James Cook Primary School embraces School-Wide Positive Behaviour Supports. External staff working on-site at James Cook Primary School must agree to abide by the School rules and values.

School Procedures	
1. Sign in / out	Sign-in/out book in main office to be completed at the start and end of every visit.
2. Identification	Visitor badges are to be worn at all times while in the school. These are located next to the sign in book. DE&T staff must wear their staff badge.
3. Working With Children Check	All visitors who work with children must provide a current Working With Children Check. This will be photocopied by office staff.
4. Toilets	Toilets are situated off the first aid room to the side of the main reception area
5. Sick Bay	Located to the side of the main reception area. All staff are first aid trained.
6. Staff room	Please refer to administration staff as to the availability of the room
Classroom Procedures	
1. OH&S	Occupational Health & Safety information is available in the staffroom on the notice board closest to the external door
2. Duty of Care	<p>Agencies have a duty of care to minimise the risk of harm to another. They must take measures to protect students from harm that may reasonably be foreseen. This includes protection from known hazards and harm.</p> <p>Under duty of care, agency staff also have a responsibility to intervene in situations where students may be at risk of harm. This does not mean putting themselves in a situation where they are at risk; only that duty of care requires prompt and appropriate action.</p> <p>This prompt and appropriate action may at times involve physical contact. Physical intervention should be undertaken by a trained James Cook Primary School staff member.</p>
3. Involvement of other students	Agencies have permission only to work with the students on their current case-load. Other James Cook Primary School' students may not be involved in therapy or training sessions unless a formal approach is made to parents through the Principal.
4. Emergency Evacuation Procedure	Emergency Evacuation Procedure is noted on the notice board in the staffroom. Each room in the school also has an Emergency Evacuation Procedure diagram on the wall.
5. Student Medical Information	This information is available from the Office.

6. Work Space	The school will designate a room/area for agency staff to provide services.
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In-school agreement	
Collaboration	DET staff providing a service to students at James Cook Primary School will work in a collegiate manner with James Cook Primary School teaching staff, and liaise on relevant educational goals. Agency staff providing a service to students at James Cook Primary School will work in a collegiate manner with the welfare team, and attend regular Student Support Group meetings. James Cook Primary School staff will provide timely updates on the student's learning goals, progress and behaviour.
Working with teachers	External staff will liaise with teachers through the Principal to allocate session times and goals. Session times will be timetabled, and it is expected that the service will be provided in a timely manner. Agency staff will contact the school if they are unable to attend or are delayed, and James Cook Primary School School will notify the agency when the student is absent.
Session times	External service providers will collaborate with the classroom teacher to arrange a mutually agreed time for a regular session. Session times must fit with the school timetable. Notice must be given if a session is to be cancelled or a student is absent. Sessions that do not start at the agreed time will be cancelled. Sessions will occur in the classroom unless otherwise arranged with the Principal.
Goals	Aims and objectives of the service to be provided at James Cook Primary School will be discussed with the teacher through the Principal. Agency staff will provide goals that will be included in the James Cook Primary School School Individual Learning Plans. DET staff will contribute to the twice-yearly goal setting in consultation with the classroom teacher.
Reward systems and behaviour controls	External staff will be provided with a copy of the student's Positive Handling Plan. They must provide rewards and manage behaviour in a manner consistent with James Cook Primary School School practices.
Working with students	Agency staff will be transparent in their work with students. They will not leave the student unattended or unsupervised at any time. If difficulties arise they will seek the assistance of James Cook Primary School staff. James Cook Primary School has an inclusive educational policy that requires service provision to be undertaken within a class or group situation. Students will not be removed from their class to receive service unless agreed with the Principal.
Reporting	Agency staff will provide regular reports of each student's activities and progress to the Principal.

	DET staff will contribute to the students' twice-yearly report and make regular contact with the teacher/Principal throughout each term.
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Declaration

I have read the conditions of working with James Cook Primary School School and agree to follow the expectations as set out above.

Signature: _____

Principal Declaration

I confirm that the above-mentioned person has received information and has provided documentation as detailed above, as part of their induction.

Signature: _____

Date Implemented	
Author	Principal
Approved By	James Cook Primary School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	2018
References	

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.