VISITORS POLICY

Help for non-English speakers

If you need help to understand this policy, please contact Hampton Park Primary School on 9799 1440

PURPOSE

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

SOOPE

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

Tradespeople

Talent scouts

Department of Families, Fairness and Housing 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 NDIStherapists or other allied health or health practitioners

Sign in procedure

All visitors to Hampton Park Primary 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 using Pass Tab

In some circumstances, visitors to Hampton Park Primary School who are not engaged in child-related work will also be required to produce a valid WWC Gearance depending on the particular circumstances of their visit. For example, Hampton Park Primary School will require a valid WWC Gearance 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 (e.g. contractors), who will regularly be performing unsupervised work at the school during school hours or any other time wher 1 sork 8(o9ho)- 1 tanca c.ies

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.