



# Visitors Policy

**Created:**  
September 2024  
**Review Date:**  
September 2026

## PURPOSE

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

## SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am and 4:30pm. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from school. The policy does not include Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

## DEFINITIONS

*Child-related work:* As defined by the *Working with Children Act 2005* (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 contact with children that is incidental to the work.

## POLICY

Macedon 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.

Macedon 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, Statement of Commitment to Child Safety and Child Safe Code of Conduct on our website, at [About | Macedon Primary School \(macedonps.vic.edu.au\)](https://macedonps.vic.edu.au)

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 (eg Members of Parliament, local councillors)

- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police and other emergency services
- Persons authorised to enter school premises (eg 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 Macedon 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 in the visitor's book at the office
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety and Child Safe Code of Conduct on our website, at [About | Macedon Primary School \(macedonps.vic.edu.au\)](#)
- Return to the office upon departure, sign out and return visitor's lanyard.

Macedon Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

### Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy on our website at [About | Macedon Primary School \(macedonps.vic.edu.au\)](#)

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

In some circumstances, visitors to Macedon Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Macedon Primary School will require a valid WWC Check 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Further background checks, including references, may also be requested at the discretion of the principal.

Whether or not a person meets the definition above for **child-related work** and whether or not a person not engaged in child-related work will in any event be required to hold a WWCC will be the sole and unfettered discretion of the principal. In making this decision the principal will take into account the fact that the Department recommends that visitors have a WWCC if they will be regularly present at the school when children can reasonably be expected to be present.

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.

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.

### 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 pick ups 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.

### 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.

## RELATED POLICIES AND RESOURCES

Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety and Child Safe Code of Conduct at [About | Macedon Primary School \(macedonps.vic.edu.au\)](#)

## REVIEW PERIOD

This policy was last updated on 31 July 2024 and is scheduled for review July 2026.

## Version History

Date	Old wording	New wording
September 2024	The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's <a href="#">Statement of Values</a> , <a href="#">Child Safe Policy</a> , <a href="#">Statement of Commitment to Child Safety</a> , <a href="#">Child Safe Code of Conduct</a> .	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, Statement of Commitment to Child Safety and Child Safe Code of Conduct on our website, at <a href="#">About   Macedon Primary School (macedonps.vic.edu.au)</a>  Links did not work.
September 2024	Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including <a href="#">Statement of Values</a> , <a href="#">Child Safe Policy</a> , <a href="#">Statement of Commitment to Child Safety</a> , <a href="#">Child Safe Code of Conduct</a> .	Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety and Child Safe Code of Conduct on our website, at <a href="#">About   Macedon Primary School (macedonps.vic.edu.au)</a>  Links did not work.
September 2024	For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our <a href="#">Volunteers Policy</a>	For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy on our website at <a href="#">About   Macedon Primary School (macedonps.vic.edu.au)</a>  Links did not work

<p>September 2024</p>	<p>RELATED POLICIES AND RESOURCES</p> <p><i><a href="#">Statement of Values</a>, <a href="#">Child Safe Policy</a>, <a href="#">Statement of Commitment to Child Safety</a>, <a href="#">Child Safe Code of Conduct</a>.</i></p>	<p>RELATED POLICIES AND RESOURCES</p> <p>Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety and Child Safe Code of Conduct at <a href="#">About   Macedon Primary School (macedonps.vic.edu.au)</a></p> <p>Links did not work</p>
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