



JOHN MONASH SCIENCE SCHOOL

SCHOOL VISITORS POLICY

Reviewed: August 2017

Rationale

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. We recognise that educators from many different settings will want to visit the school for a range of reasons, and we are obligated by our mission to share our learning and practice with others. Other visitors will include parents, lecturers, researchers and academics from Monash, Department of Education and Training (DET) employees, government representatives, educators from jurisdictions outside DET, employees of relevant service agencies, guest speakers, trades people and commercial sales representatives, and Monash Security personnel among others.

However we recognise our duty of care to ensure a safe learning environment for our students and staff that respects the privacy of individuals. We also recognise the importance of maintaining the integrity of our learning environment, and to not allow visitors to unnecessarily disrupt the daily routine. We also recognise our responsibility to protect and preserve our resources against theft, vandalism and

misuse, noting the unique open nature of the John Monash Science School (JMSS) environment.

Aims

- To provide a safe and secure environment for our students, staff and resources that minimises any potential risk to students posed by visits and visitors;
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising our mission to share our learning with others.

Implementation

Section A: During School Hours

1. School hours are defined as 8.00am - 4.30pm.
2. Visitors are defined as all people other than staff members and students who wish to access the JMSS building during school hours. We understand parents and guardians will also enter the building from time to time to visit reception to communicate, pay fees, drop off equipment etc. (In this case they are not considered visitors).

Visitors comprise the following types:

- a. Parents/ Guardians and relatives of students who wish to access parts of the building where classes are occurring.
 - b. Maintenance representatives who attend the school to undertake maintenance or other work;
 - c. Persons invited by JMSS to provide services or to work with JMSS students and/or teachers. This includes guest speakers, other educators, tertiary and community representatives; and
 - d. People who wish to tour the facility and learn about teaching and learning at JMSS, who are required to complete an online visit request form and who may be charged for their visit. These people may or may not be educators.
3. All visitors will be required to report to the Reception Office prior to undertaking any activity within the school, where they will be required to sign-in via the Compass Kiosk and issued a Visitor's Pass. They will be instructed to take this pass back to Reception to be issued with an official lanyard, which they must wear at all times within the school. The Visitor's Pass will be given only after acceptance of the JMSS's Child Safety Policy.

The Visitor's Pass:

- a. will note who their contact person is within the school as well as arrangements in place should an emergency occur during their visit, and

- b. initiate an alert to particular members of staff via SMS of the arrival of their visitors.

Each Visitor will:

- a. wait in the Reception foyer until the person they are visiting arrives, and
 - b. be required to report to Reception at the end of their visit to return their pass and lanyard and to sign out via the Compass Kiosk.
4. Upon each visit to JMSS all visitors will be required to review the school's Child Safety Policy and acknowledge that they will be bound by those same principles. The Child Safety Policy must be reviewed on the JMSS Compass Kiosk and accepted before visitors are allowed to proceed with their visit. Acknowledgement of our Child Safety Policy will be recorded by JMSS Compass Kiosk.
 5. In addition to '2.' all service representatives who attend the school will undergo an OH&S induction with a member of the OH&S committee on their first visit and complete a Safe Work Statement if work has changed on subsequent visits.
 6. Visitors (including any personnel who are at JMSS for regular meetings) who have regular business, as determined by the Principal or their delegate, within the school will be permitted to complete this routine without being accompanied by a staff member each time after they have completed an induction into the building.
 7. The above mentioned process for managing and monitoring visitors will be published in the school newsletter and on the JMSS website. Notices asking visitors to report to Reception will be also prominently displayed.
 8. Visitors within the school who have failed to follow this process will be reminded to do so by the staff member who receives the visitor. All staff members receiving visitors will initially check for the Visitor's Pass. If this is not present, the staff member will accompany the visitor to the Compass Kiosk to sign in and subsequently sign out at the end of the visit.
 9. The school will at times facilitate contact with students by a range of guest speakers or other educators who will work with our students as part of their learning programs, but these will be negotiated and at convenient times. Consideration will be given to the nature of the activity, and its capacity to appropriately inform, widen the perspectives of and challenge our students, ensuring the content is appropriate to school and DET expectations.
 10. Visitors who wish to tour the facility and speak with JMSS Leaders or other staff about the school's programs will be welcome but only at the convenience of the

school.

- a. These persons are required to complete the appropriate online visitor form prior to their visit. This form will collect the following information: purpose of the visit; preferred date and time; preferred duration; number of people and category of visitor; school details including the visitor's website and Principal(where relevant). This form should also determine whether the school has visited previously.
 - i. The online form will clearly state that John Monash Science School may charge a fee for the visit to cover administration and staffing costs. These fees will vary based on school type, visit type and previous visit history and will be determined by the appropriate School committee. These fees may be waived at the discretion of the Principal.
- b. In considering these visits the school will:
 - i. Consider the level of disruption to the school and the potential benefits to the students. Thought will be given to the appropriate use of DET resources, including teachers' time. It is important to remember that interaction between schools and their communities presents an opportunity for students and teachers to learn and increase their appreciation in a social and/or cultural context;
 - ii. attempt to minimise the impact on the school community of such requests by grouping visits based on visitor type and intent. The Manager, Outreach and Strategic Partnerships will book visitors into tours to a maximum number of 20. The tour will be conducted by staff appointed by the school to do so;
 - iii. do its best to accommodate visitors when the times are less flexible, such as teacher visits on their school's PD day, or international visits. These visits will be approved at the discretion of the Principal;
 - iv. Consider visits outside these arrangements at the discretion of the Principal. Such visits could include senior DET or Monash personnel, philanthropic organisations or requests from schools looking at upgrading their science facilities.

11. Staff members wishing to host a visit should advise their visitors to complete the online visit request form. Where possible, a minimum of two weeks advance notice is required for all visits. This form will be assessed by a Principal Class Officer before approval is given making such an arrangement. Staff should note that they will be relieved from their classes (to host such a visit) only if it has been approved by a Principal Class Officer.

12. A Google calendar for recording visits has been initiated. Each member of staff responsible for coordinating or arranging a particular visit MUST ensure the details are recorded on this calendar before the visit takes place, to ensure Reception Staff are aware of each visit and can plan for and accommodate visitors accordingly. All

members of the JMSS Executive, the School Registrar and Assistant to the Principal will have editing rights to the calendar.

13. All visitors must abide by DET policy in regard to legal considerations and DET policy concerning privacy, the photographing of students, mandatory reporting, and the guidelines stipulated by Child Safe Policy.
14. Any visitors or volunteers who will work in a supervisory capacity with students must possess a Working with Children's Check.
15. Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
16. The [school's emergency management procedures](#) will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
17. Monash University Security is responsible for camera surveillance of all entry and exits to JMSS. All video is recorded for archival purposes and live and recorded footage can be accessed anytime by JMSS staff. Duress buttons are located in the office and can be activated by JMSS in emergency to alert Monash Security.

Section B: After School Hours

1. Visitors to after school hours events such as Parent Information nights, PFA meetings, School Council, Regional Exchange, Science Fair, Music Soiree, Parent-Teacher Night and Course Counselling are not required to register with reception upon arrival.
2. A JMSS staff member must supervise the entry of visitors and be aware of the purpose and location of after hours visitors to the school. The Principal will ensure that an adequate number of staff will be present at any event that takes place after school operating hours. {Refer to Duty of Care: On-Site Supervision Policy - Section 2 'Opportunities for Private Studies at JMSS' -Page 5}.
3. Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school

operating hours.

4. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
5. Monash University Security is responsible for camera surveillance of all entry and exits to JMSS. All video is recorded for archival purposes and live and recorded footage can be accessed anytime by JMSS staff. Duress buttons are located in the office and can be activated by JMSS in emergency to alert Monash Security.

Section C: At Designated School Events

A designated school event is an event which is gazetted in a school publication which may take place in a specifically designated school area and is likely to involve a large number of attendees (general public). It is not limited to events occurring within school hours.

1. Visitors to designated events are not required to register with reception upon arrival.
2. In all circumstances for designated school events, a start and end time will be published and information regarding the supervision and or security measures undertaken will be made available at the time of the event. All reasonable efforts must be undertaken to ensure that all visitors are informed of the limits of the designated event area and any specific measures that have been put in-place. This can be through specific signage, other visual aids/barriers and/or through an announcement at the start of the event. Similarly, visitors should also be informed of any specific no-go areas particularly if school activities are in progress or there is a likelihood of students being engaged in other permitted school activities.
3. All visitors must abide by DET policy in regard to legal considerations and DET policy concerning privacy, the photographing of students, mandatory reporting, and the guidelines stipulated by Child Safe Policy.
4. A JMSS staff member or Event delegate must always be present during the event and take reasonable steps to ensure that all visitors have safely left the designated event area within the school at the completion of the designated event.
5. Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

6. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

7. Monash University Security is responsible for camera surveillance of all entry and exits to JMSS. All video is recorded for archival purposes and live and recorded footage can be accessed anytime by JMSS staff. Duress buttons are located in the office and can be activated by JMSS in emergency to alert Monash Security.

Evaluation

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

This policy was adopted / ratified at the School Council meeting held at John Monash Science School on _____

Signed
School Council President

Signed
Principal