



# ***Cranbourne East Primary School IN SCHOOL VISITING PROGRAMS POLICY***

## **RATIONALE**

The in school visiting program enables students to extend their learning by complementing classroom lessons with experts and resources from outside the immediate school community. In school visits complement, and are an important aspect of the educational programs offered at our school.

## **AIMS**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

## **IMPLEMENTATION**

- For the purpose of this policy, an in school visit is an activity that involves school visitors who provide a performance or service for the students.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an in school visit, will be required to discuss their individual situation with the Principal (or their representative). This person will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for in school visits. Parents will be sent communication before the in school visit date informing them of the need to finalise payment. Children whose payments have not been finalised prior to the in school visit will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal (or their representative) or at the discretion of the Principal.
- Permission must be given for all proposed day activities. The Principal will deem suitability, impact on School operations and adherence to DET regulations and risk assessment.
- The business manager must be consulted once permission is given by the Principal and before any bookings commence.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each in school visit.
- Prior to any child attending an in in school visit, parents or guardians must have provided the school with consent via a signed permission form.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending in school visits.
- Students who do not attend in school visits will be provided with suitable alternative curriculum based learning activities.

To cater for Child Safety Standards, Cranbourne East Primary School will ensure the following occurs in relation to incursions:

1. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
  - a) Working with Children Check status, or similar check;
  - b) Proof of personal identity and any professional or other qualifications;

- c) The person's history of work involving children; and
2. The school need not comply with the requirements in step (1) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (1)(a) to (1)(c), above about a particular individual within the previous 12 months. All parent and volunteer helpers must be approved by School Council.
  3. The school will ensure that appropriate supervision or support arrangements are in place in relation to:
    - The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work.
  4. The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

## **EVALUATION**

Ratified by School Council: 19<sup>th</sup> October 2016

This policy is to be reviewed annually or as policy is amended.