



Department of  
**Education**

# **Visitors and Dignitaries at Public Schools and Residential Facilities policy**

Effective date: 20 May 2025

Version: 2.0

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## 1. Policy statement

The principal or college manager is responsible for the day-to-day management of a public school or residential facility, including providing for the safety and welfare of students, staff and visitors on the site.

## 2. Policy rules

Principals and college managers must comply with the Visitors and Dignitaries at Public Schools and Residential Facilities Procedures.

## 3. Responsibility for implementation and compliance

Implementation of the policy is the responsibility of principals and site managers.

The Deputy Director General, Schools is responsible for compliance monitoring.

## 4. Scope

This policy applies to all principals and college managers.

## 5. Supporting procedures

Visitors and Dignitaries at Public Schools and Residential Facilities procedures

## 6. Definitions

### Visitor

A person on a Department and/or school site, who is not a current student or employee of the Department, who has good cause to be there. This includes parents, volunteers, and external providers in child-related work (including private tutors) and individuals who are not involved in child related work, such as contractors.

### Dignitary

An important person who should be treated with special courtesy and respect including, for example, the Governor, Members of Parliament, non-elected local candidates, sports identities, current or former defence force personnel or recipients of honours such as the Order of Australia.

## 7. Related documents

### Relevant legislation or authority

*School Education Act 1999 (WA)* Sections 119 &120

School Education Regulations 2000 (WA) Regulations 67-81 & 98-101

School Education (Student Residential Colleges) Regulations 2017

*Working with Children (Screening) Act 2004*

Working with Children (Screening) Regulations 2005

*Public Sector Management Act 1994 (WA)*

*Work Health and Safety Act 2020*

### Related Department policies

[Community Use of Public School Facilities](#)

[Duty of Care for Students for Public Schools](#)

[Private Tutors in Public Schools](#)

[Work, Health and Safety](#)

[Working with Children Checks in Department of Education Sites](#)

## **Other documents**

[Allow parent-initiated service providers to access students on the school site \(staff only\)](#)

[Code of Conduct and Standards \(staff only\)](#)

[Connect and Respect \(staff only\)](#)

[Hold an official opening of a new school or school buildings \(staff only\)](#)

[Incident Management Manual \(staff only\)](#)

[Invite a minister or dignitaries to your school or site \(staff only\)](#)

[Keeping our workplace safe](#)

[Manage Working with Children Check requirements for parent and child volunteers at your school](#)

[Protocols for Hosting Dignitaries and Special Events](#)

[Protocols for Politicians and Candidates for an Election to Visit Public Schools in Western Australia](#)

## 8. Contact information

### Policy Manager:

Deputy Director General, Schools

### Policy Contact officer:

Principal Consultant

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## 9. History of changes

Effective date	20 May 2025
Last update date Policy version no.	2.0
Notes	Endorsed by DG on 23 January 2025 (Approval D24/0537708)

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## 10. Appendices

Appendix A: [Confidential declaration form](#) (DOCX file - 64.4kB)

## 11. More information

### Supporting content

#### Procedure

[Visitors and Dignitaries at Public Schools and Residential Facilities procedures](#)

### Policy review date

20 May 2028

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