



Department of
Education

Visitors and Dignitaries at Public Schools and Residential Facilities procedures

Effective date: 20 May 2025

Version: 1.0

These procedures must be read in conjunction with the Visitors and Dignitaries at Public Schools
and Residential Facilities policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 General	3
3.2 Visiting dignitaries	4
3.3 Visitors who become disruptive	4
4. Definitions	5
5. Related documents	5
6. Contact information	7
7. History of changes	7
8. Appendices	7
9. More information	8
Procedure review date	8

These procedures must be read in conjunction with the Visitors and Dignitaries at Public Schools and Residential Facilities policy.

1. Policy supported

Visitors and Dignitaries at Public Schools and Residential Facilities policy

2. Scope

These procedures apply to all principals and college managers.

3. Procedures

3.1 General

Principals and college managers must:

- sight evidence of compliance with the Working with Children (Screening) Act 2004 (WA) for all visitors who are involved in child-related work
- confirm that visitors who are not involved in child-related work have completed and signed a Confidential declaration form (Appendix A), before gaining access to the site
- confirm that parent and child volunteers have completed a Parent and child volunteer declaration form, when exempt from requiring a Working with Children Check
- confirm that all visitors have recorded their attendance (name, position or company, contact person at the site and/or purpose of visit, and time of arrival and departure) at the site's reception/administration.

Guidance

Further information is available at Manage Working with Children Check requirements for parent and child volunteers at your school (staff only).

Further information is available in the Work Health and Safety Act 2020.

All completed Confidential declarations and Parent and child volunteer declarations should be maintained on file and archived for seven years at the site.

Parents or carers attending the site regularly to drop off or collect their child/children are not required to

sign. If they attend for any other purpose, such as a specially arranged parent-teacher interview (that is, not on a school-organised parents' night) they should sign in.

It is recommended that visitors wear a badge/sticker that clearly identifies them as a visitor.

3.2 Visiting dignitaries

Principals and site managers must follow the:

- [Protocols for Hosting Dignitaries and Special Events](#)
- [Protocols for Politicians and Candidates for an Election to Visit Public Schools in Western Australia](#).

Guidance

Further information is available at [Invite a minister or dignitaries to your school or site \(staff only\)](#).

3.3 Visitors who become disruptive

The principal or college manager must take appropriate action when dealing with visitors who become disruptive.

Guidance

Further information is available in the [Incident Management Manual \(staff only\)](#) and at [Authority to manage disruptive visitors or intruders on school sites \(staff only\)](#).

4. 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 (includes 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.

5. 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](#)

6. Contact information

Policy Manager:

Deputy Director General, Schools

Policy Contact officer:

Principal Consultant

Ph: 9264 5247

Email: deputy.director.general.schools@education.wa.edu.au

7. History of changes

Effective date	20 May 2025
Last update date Procedure version no.	1.0
Notes	Endorsed by DG on 23 January 2025 (Approval D24/0537708)

8. Appendices

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

9. More information

Supporting content

Policy

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

Procedure review date

20 May 2028
