

VISITORS POLICY

PURPOSE:

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Wallan Secondary College (WSC).

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 to 4:30pm, where children are likely to be present at your school, including before and after school eg, and when the office is staffed to monitor/receive visitors at reception. 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 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:

WSC 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.

WSC 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, Child Safe Code of Conduct*.

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
- 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 WSC are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in Compass kiosk. (If the system is down a hard copy register will be provided)
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children's Check or VIT registration where required
- Will wear name tags indicating their purpose, at all times during their time on campus.
- Follow directions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds (policy found on WSC website)
- Return to the office upon departure, sign out

*visitors accompanied by a WSC staff member may not require a name tag during their visit.

WSC 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

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check. *Working with Children Act 2005* (Vic). This Act legally requires all people engaged in 'child-related' work (see definition on page one of this template), to hold a WWCC.

A visitor may not require a WWCC, where a visitor's work is not related to students, or does not engage with students, and their visit is limited to the administration building. These visitors will be accompanied by a WSC staff member during their visit.

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

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.

Invited speakers and presenters

On occasion, The College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, WSC will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law

- equal rights for all before the law
- freedom of religion
- speech and association
- the values of openness and tolerance
- respect the range of views held by students and their families.

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.

We ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

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.

All parents or carers who visit our school during school hours are required to present at the school office, where appropriate sign processes will be conducted by the office staff.

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

<https://www.wallansc.vic.edu.au/page/6/Vision-&-Values>

<https://www.wallansc.vic.edu.au/page/98/Child-Safety-Policy>

<https://www.education.vic.gov.au/Documents/school/principals/spag/community/WWCCflowchart.pdf>

<https://www.wallansc.vic.edu.au/page/81/CCTV-Policy>

REVIEW PERIOD

This policy was last updated on 18th June 2019 and is scheduled for review on June 2022

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.