

Visitors Policy

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| Date Implemented | 8 th October 2014 |
| Author | Gail Hardman |
| Approved By | College Council / Policies sub-committee |
| Approval Authority (Signature & Date) | <i>Gail Hardman 12/12/18</i> |
| Responsible for Review | Assistant Principal – Teaching & Learning |
| Review Date | September 2021 |
| References | Related DET policies - Political Activities - Duty of Care 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 Seymour College.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:00 am to 4:30 pm. 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 school events such as parent teacher interviews, concerts, sport or other school activities, meetings 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

Seymour College 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.

Seymour College 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 Child Safety Policy, Safeguarding children and Young People Code of Conduct Policy and duty of Care Policy.

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 Seymour College are required to report to the school office on arrival. Visitors must:

- Record their name, and who they are visiting on COMPASS located in the administration foyer (administration staff can assist first time users)
- Provide proof of identification to office staff upon request
- Sign and declare that they have read and understand the Child Safety Policy and Safeguarding Children and Young People Code of conduct Policy
- Produce their valid Working with Children Check where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Code of Conduct, etc
- Return to the office upon departure and sign out on COMPASS.

Seymour College will ensure that our school's Child Safety Policy and Child Protection Policy Declaration Form are available and visible to visitors when they sign in. We ask that the Child Safety Declaration form is signed and understood.

Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

Schools have the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the *Working with Children Act 2005* (Vic). This Act legally requires all people engaged in 'child-related' work to hold a WWCC.

All visitors who are engaged in **child-related work** must have a valid WWC Check.

It is **at the discretion of the principal** as to whether to require a WWCC for those not engaged in child-related work, noting that the Department *recommends* that visitors have a WWCC if they will be ***regularly present at the school and/or children can reasonably be expected to be present***:

In some circumstances, visitors to Seymour College who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Seymour College will require a valid WWC Check for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

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

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check.

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, Seymour 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, Seymour College 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.

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.

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

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

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

- Child Safety Policy
- Code of Conduct Policy
- Volunteers Policy

VISITORS PURPOSE

- When school visitors are engaged in party political activity
 - regular school activity is not interrupted
 - students are not involved, or seen to be involved, in promoting party policies or candidates, and
 - party political material is not distributed or promoted through school outlets such as school newsletters, or promoted or displayed on school property or at school events.
- Consideration will be given to
 - the educational merit of the visit and consistency with curriculum objectives
 - the level of disruption to the functioning of the school
 - the appropriate use of Department resources, including teachers' time
 - the potential for a visitor to cause controversy within the school or broader community.

EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle, and at times when our emergency management procedures are under review.

1. This policy will be made available on the College's website.

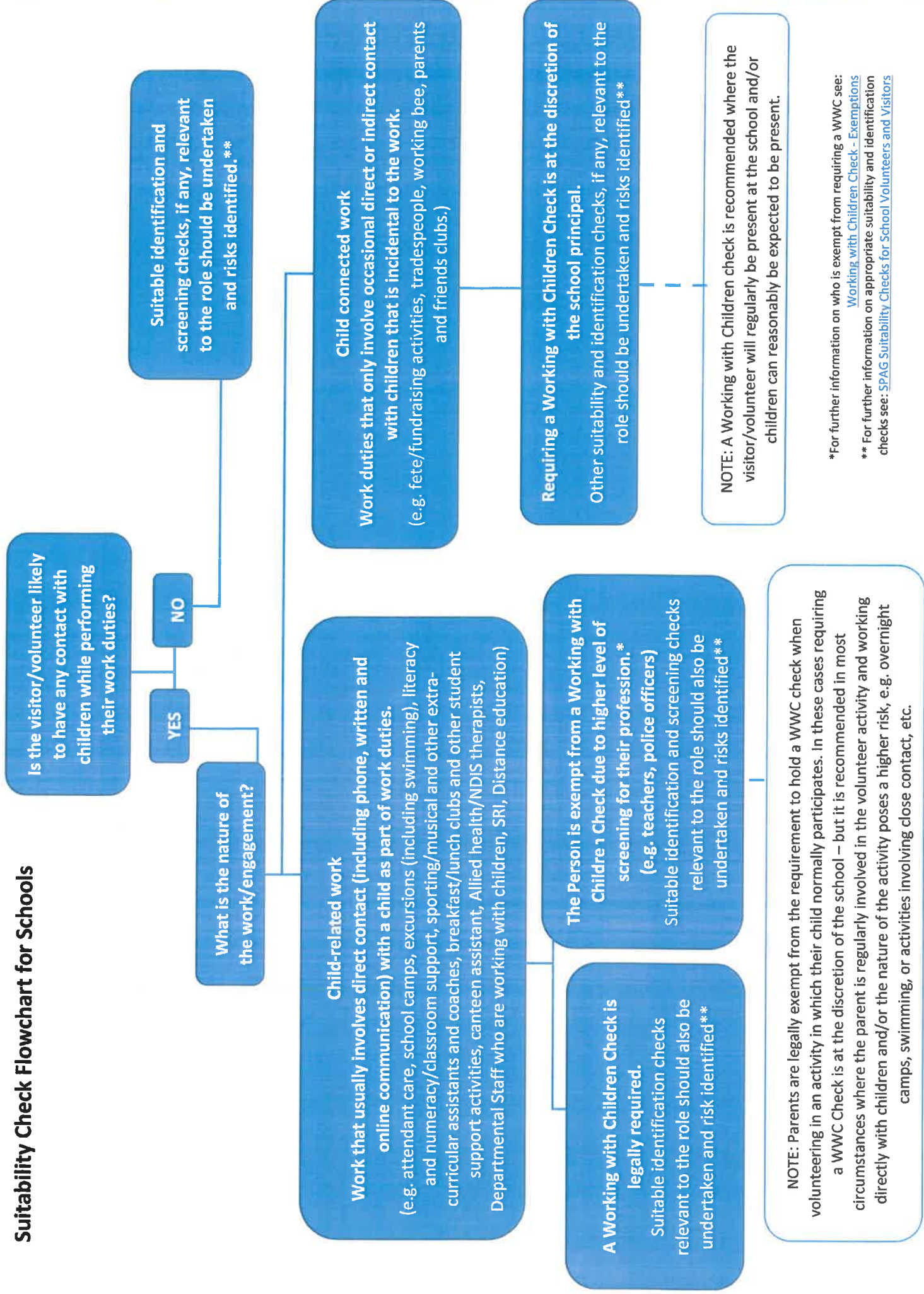
2. This policy was ratified by College Council on

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| 12/12/2018 |
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Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."

Suitability Check Flowchart for Schools



NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

*For further information on who is exempt from requiring a WWC see: [Working with Children Check - Exemptions](#)
 ** For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)