


Visitors Policy

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Author	Gail Hardman
Approved By	College Council
Approval Authority (Signature & Date)	 20/07/2022
Responsible for Review	Assistant Principal – Teaching & Learning
Review Date	April 2025
References	DET – Policy and Advisory Library



Help for non-English speakers

If you need help to understand the information in this policy, please contact seymour.co@education.vic.gov.au

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 outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:00 am to 4:30 pm, and when the office is staffed to monitor/receive visitors at reception, including parents, contractors. Outside of these times, our front office is not staffed, and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (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 direct 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 Statement of Values and School Philosophy, Child Safety Policy, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy, and Volunteers 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 (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. 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 (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in at the Compass Kiosk
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard/name tag at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including: Child Safety, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return visitor's lanyard/name tag.

Seymour College will ensure that our school's Child Safety Policy is available and visible to visitors when they sign in.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy at <https://www.seymourcollege.vic.edu.au/college-policies/>.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Seymour College who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Seymour College will require a valid WWC Clearance 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 unsupervised work at the school during school hours or any other time where children are present. 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 Clearance.

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 for 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.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from school administration upon request.

RELATED POLICIES AND RESOURCES

Seymour College policies are available at <https://www.seymourcollege.vic.edu.au/college-policies/>

- Statement of Values and School Philosophy Policy
- Volunteers Policy
- Child Safety Policy,
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy.

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

- 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

20/07/2022

Requirement

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

Is the visitor/volunteer likely to have any contact with children while performing their work duties?

YES NO

What is the nature of the work/engagement?

Suitable identification and screening checks, if any, relevant to the role should be undertaken and risks identified.**

Child-related work
 Work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties.
 (e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extra-curricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, Allied health/NDIS therapists, Departmental Staff who are working with children, SRI, Distance education)

Child connected work
 Work duties that only involve occasional direct or indirect contact with children that is incidental to the work.
 (e.g. fete/fundraising activities, tradespeople, working bee, parents and friends clubs.)

A Working with Children Check is legally required.
 Suitable identification checks relevant to the role should also be undertaken and risk identified**

The Person is exempt from a Working with Children Check due to higher level of screening for their profession.*
 (e.g. teachers, police officers)
 Suitable identification and screening checks relevant to the role should also be undertaken and risks identified**

Requiring a Working with Children Check is at the discretion of the school principal.
 Other suitability and identification checks, if any, relevant to the role should be undertaken and risks identified**

NOTE: A Working with Children check is recommended where the visitor/volunteer will regularly be present at the school and/or children can reasonably be expected to be present.

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](#)