



# Swinburne Senior Secondary College

## Visitors to School

### Policy Statement

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SSSC aims to provide a welcoming environment that encourages parents and community members to feel part of the school community. A Visitors to School Policy is maintained in order to ensure a safe environment for students, staff and visitors.

### Guidelines

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- The Principal is responsible for visitors allowed into the school
- A record of all visitors to the school is kept in the event of a school emergency or any future investigation
- Visitors to school are required to respect the range of views held by students and their families
- The content of any external presentations and addresses will contribute to the development of students' knowledge and understanding. External speakers are invited to support the educational program, not as a forum to advance their causes, controversial matters are avoided
- Visitors may include Victoria Police, Department of Health and Human Services personnel or Persons authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers)

### Implementation

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- A register is maintained to log visitor attendance
- Sign in is not required for school events such as information evenings and parent teacher interviews
- A policy to ensure all volunteers have a Working With Children Check is in place
- A policy is in place to ensure incursions comply with the Visitors to School policy
- External organisations who use the school facilities for non-school purposes out of school hours are not required to sign in
- Visiting contractors are required to sign in

### Evaluation and review

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School Council will review the Visitors to School policy every three years.

### Links

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<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx#H2N1005F>

### Certification

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This policy was adopted at the School Council meeting held at

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Council President

**Endorsed by School Council and effective as of: (insert date)**