



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 Swinburne Senior Secondary 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 and 4.30 pm, and when the office is staffed to monitor/receive visitors at reception], including parents, and contractors. Outside of these times, our front office is not staffed and this policy does not apply.

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

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.

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

Swinburne Senior Secondary 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.

Swinburne Senior Secondary 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 Code of Conduct*, *Volunteers Policy*

From time to time, different members of the public may visit our school. Visitors may include but are not limited to: members of Victoria Police, Staff from other schools, and DET or Regional staff, and prospective students and parents, trades people, and members of parliament.

Sign in procedure

All visitors to Swinburne Senior Secondary College are required to report to the school office on arrival. Visitors must [Record their name, signature, date and time of visit and purpose of visit in [include details, i.e. visitors book, computer system, etc]

- Sign in using the Compass kiosk located next to the main office.
- Stay in the company of the staff member you are visiting, except if you are a service provider who provided evidence of your WWC.
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds. eg: Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy etc] as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the office upon departure and sign out on the Compass kiosk Example School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Invited speakers and presenters

On occasion, Swinburne Senior Secondary 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, Swinburne Senior Secondary 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 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

- o 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 by:

- Available publicly on our school's website
- Included in induction processes for relevant staff

RELATED POLICIES AND RESOURCES

Department policies:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
Consultation	July 2022

Approved by	Principal
Next scheduled review date	July 2024