

Monbulk College

Policy:

Visitors

Date Ratified:

October 2019

Date of last Review:

August 2019

BASIC BELIEFS:

Monbulk College believes that:

- the purpose of schools as educational institutions, and its responsibility to ensure duty of care for the safety and privacy of students (including use of photographic images) in relation to any school visitors.
- Parents and families are valued partners in their children's development and learning.
- Visitors from community services, the broader community and business are valued by the college as they add richness to the educational experiences of students.
- welcoming a wide variety of members of our society to the College is important as they provide services to the college, whether it be in relation to facilities, educational programs or support services.

AIMS:

Monbulk College aims to:

- ensure the provision of a safe and secure teaching and learning environment for students and staff is established through developing processes to manage visitors.
- to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education.
- to foster strong partnerships with local community services, schools and other organisations.

IMPLEMENTATION PROCEDURES:

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, and when the office is staffed to monitor/receive visitors at reception. Visitors are required to sign in through Compass Kiosk. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers who are dropping off or picking up students from 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.

Monbulk 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct, Duty of Care.

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.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Volunteers – see our school's Volunteers Policy for more information
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople, advertising, marketing, journalists
- Tradespeople and/or contractors
- Children's services agencies, Department of Health and Human Services workers
- Private allied health and/or health practitioners
- 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)

Visitor Sign in procedure

All visitors to Monbulk College are required to report to the General Office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Sign in through Compass Kiosk - indicating whom they are visiting and their name, where a photograph will be taken
- Introduce themselves to the General Office staff indicating whom they are here to visit
- Provide proof of identification to Office Staff upon request
- Produce their valid Working with Children Check where required
- Retain their Print Out from the Compass Kiosk and/or obtain a Visitor Pass from the General Office
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, OHS Policies.
- Return to the office upon departure, sign out using the Compass Kiosk (and return pass, if required)

Monbulk College 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

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.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

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

In some circumstances, visitors to Monbulk 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, Monbulk 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.

A copy of the WWC Check will be kept on file through the General Office Registers.

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

Visitors may work with an individual or small group of students in the Library or one of the rooms near the administration area.

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.

Any visitor without a WWC must always be accompanied by a teacher and not work directly with students.

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, Monbulk 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, Monbulk 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.
- Parents will be informed via Compass or Event where visitors will be providing programs for students to participate in such as Wellbeing programs, conferences or study sessions.

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, pre-arranged appointments or for specific school events (e.g. 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.

Visitors must follow DET guidelines in regard to smoking and alcohol consumption whilst on school grounds.

References

- <http://www.education.vic.gov.au/management/governance/referenceguide/enviro/default.htm>
- Monbulk College Policies:
 - Volunteers Policy
 - Child-Safety & Mandatory Reporting Policy
 - Working with Children’s Check
 - Staff Registers
 - Duty of Care
- Child Related Work Reference
<https://www.education.vic.gov.au/Documents/school/principals/spag/community/WWCCflowchart.pdf>.

Approved By	School Council
Approval Authority (Signature & Date)	<i>M J Uren</i> 13/11/2019
Responsible for Review	Assistant Principal – Policy and Planning Sub-Committee
Next Review Date	October 2022 (4 years)