



VISITORS POLICY

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Authorised by: **Principal**

Approved by School Council:
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Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Horsham 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 8.30am and 4.30pm. Outside of these times, our Administration Office is not staffed and the only visitors who are permitted on school grounds are emergency management staff (including security staff), approved maintenance workers/trades people, parents/carers or their delegates who are dropping off or picking up students from school events such as, concerts, camps, or other school activities, parents/carers attending teacher interviews/information sessions and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

Community and other groups who have entered into contracts or agreements with the school to use school premises during school hours are not required to sign in, but their agreement will be approved by the College Principal and they will be required to remain within certain areas of the College whilst on the premises. Visitors involved in school tours are not required to sign in, but must remain under the supervision of a staff member at all times. The Principal has the right to refuse visitors entry to school grounds and/or ask visitors to leave at any time.

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

Horsham 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.

Horsham 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*.

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
- Department of Health and Human Services workers
- Talent Scouts
- Department of Health and Human Services 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 Horsham College are required to report to the Administration Office on arrival. Visitors must:

- Record their name, photograph, signature, date and time of visit and purpose of visit on the digital system

- Provide proof of identification to Administration Office staff upon request
- Produce their valid Working with Children Check where required
- Wear a visitor's identification at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Respect for School Staff, Statement of Values etc] as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the Administration Office upon departure, sign out and return visitor's identification

Horsham 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.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Working With Children Clearance and other suitability checks

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.

Horsham College has the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the *Worker Screening Act 2020* (Vic).

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

It is **at the discretion of the Principal** as to whether to require a WWCC for those not engaged in child-related work.

In some circumstances, visitors to Horsham 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, Horsham 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 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, Horsham 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, Horsham 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 (e.g. parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the Administration 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 Administration 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
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Horsham College policies:

- Statement of Values and School Philosophy Policy

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

Department policies:

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

REVIEW CYCLE

This policy will be reviewed as part of the school's regular review cycle.