

## Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to *Mildura Senior College and Mildura English Language Centre (College)*.

## Scope

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.00am to 5.00pm. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from school events such as parent teacher interviews, concerts, exams, sport or other school activities, and community and other groups who have entered into contracts or agreements with the College to use school facilities outside of school hours.

## 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.

## Policy

The 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.

The 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 the College's *Statement of Values and School Philosophy, Child Safety Policy and Child Safety Code of Conduct*.

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

- Parents / Carers.
- Volunteers – refer to the College's *Volunteers Policy* for more information.
- Prospective parents, students and employees.
- Staff from partnership schools and campuses.
- 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, media representatives.
- Tradespeople.
- Children's services agencies.
- Department of Health and Human Services workers.
- Emergency Services e.g. Police, Ambulance & Fire.
- 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.
- Community and other groups who have entered into contracts or agreements with the College to use school premises e.g. Zoe Support, Clontarf Academy & Stars Foundation.
- NDIS therapists or other allied health or health practitioners.

## Sign In Procedure

All visitors to the College are required to report to the school office on arrival (see exceptions below in relation to parents/carers).

## Visitors Must:

- Record their name, date and time of visit, staff member they will be visiting and purpose of visit by signing in on one of the Compass Kiosks, these are located at Reception, Student Services or the TTC. The Compass Kiosk will issue a visitors pass, including a photo and a visitor number.
- Provide proof of identification to office staff upon request if required.
- Produce their valid Working with Children Check where required by this policy (see below).

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- Follow instructions from College staff and abide by all relevant policies relating to appropriate conduct on College grounds including, *Statement of Values and School Philosophy, Child Safety Policy and Child Safety Code of Conduct.*
- During COVID-19 pandemic periods:
  - Complete the COVID-19 declaration form & return to Reception.
  - Temperature checking upon signing in, this is completed by the responsible staff member.
  - Follow DET Pandemic guidelines. E.g. social distancing, personal hygiene, etc.
- Sign out upon departure using one of the Compass Kiosks (Reception, Student Services or the TTC).

The College's will ensure that our *Child Safe Policy* is available to visitors when they sign in. Visitors are required to acknowledge they have read policy upon signing into the Compass Kiosk. Note a hard copy is available upon request.

### Requirements for visitors to produce a valid Working with Children Check card

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

In some circumstances, visitors to the 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, the 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 College and in circumstances where they will be performing their work in an area where they will be unsupervised and around children. In this instance the contractor must also complete the Contractors OH&S Safety Induction.

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, the 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, the 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.

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### 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 College’s reception 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 the College 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 as per the above guidelines.

### Other Visitors

All business operators, tradespeople and other visitors attending the College to conduct work must report to the Reception upon arrival for instruction and follow the sign in procedure outlined above.

### Resources

This policy should be read in conjunction with the following Department polices and guidelines:

- [Visitors In Schools](#)

This policy should be read in conjunction with the following school policies:

- 1.04 Child Safety Reporting Obligations Policy & Procedure
- 1.05 Child Safety Policy
- 1.06 Child Safety Code of Conduct
- 1.12 Duty of Care Policy
- 1.18 Statement of Values and School Philosophy
- 1.22 Volunteers Policy
- COVID-19 Health Declaration Form.

### Review and Evaluation

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