

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the School by telephoning 03 9376 1622.

1. PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Mount Alexander College.

2. 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.

3. 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 8:00am to 4:00pm. Outside of these operating times, the school's general 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, sport or other school activities, and community and other groups / contractors who have entered into contracts or agreements with the school to use school premises outside of school hours.

4. POLICY

Mount Alexander 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, other schools and other organisations.

Mount Alexander 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 and Wellbeing 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:

- Parents and carers of students
- 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 (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing 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 Mount Alexander College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit using the Compass Kiosk located in the school's General Office.
- Provide proof of identification to office staff upon request.
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below).
- Wear a visitor's lanyard and name tag 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 and School Philosophy etc] as well as Department policies such as the Sexual Harassment and Workplace Bullying Policies.
- Return to the school's General Office prior to departure to sign out and return their visitor's lanyard.

Mount Alexander College will ensure that the school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

At the Debney Meadows Senior Campus the sign-in procedure will need to take place at two points:

- The Debney Meadows Primary School's Administration office where the Primary School's sign in procedures will be adhered to, and
- At the Common room where the ES staff member will be located and will approve any visitors or volunteers attending the Senior Campus.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

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 see the school's 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.

In some circumstances, visitors to Mount Alexander College who are not engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Mount Alexander 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 Clearance.

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, Mount Alexander 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, Mount Alexander 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; and
 - respect for the range of views held by students and their families.

Parent/Carer 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 and request that a message be relayed to their child and in exceptional circumstances request to speak to their child. 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 General Office upon arrival for instruction and follow the sign in procedure outlined above.

5. COMMUNICATION

This policy will be communicated to our school community and available publicly on our school's website.

6. FURTHER INFORMATION AND RESOURCES

Mount Alexander College policies and resources relevant to this policy include:

- Statement of Values and School Philosophy
 - Volunteers Policy
 - Child Safety and Wellbeing policy
 - Child Safety Code of Conduct
- available online <http://www.mountalexandercollege.vic.edu.au/about-mac/school-policies/>

Department of Education and Training resources:

- Child Safe Standards Policy
<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>
- Visitors in Schools Policy
<https://www2.education.vic.gov.au/pal/visitors/policy>

- Contractor OHS Management Policy
<https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy>
- COVID-19 Vaccinations – Visitors and Volunteers on School Sites Policy
<https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy>

7. REVIEW CYCLE AND APPROVAL

Policy last reviewed:	August 2022
Consultation:	Mount Alexander College Leadership Team
Approved by:	Principal
Next scheduled review date:	August 2024 Note: the mandatory review cycle is 2 years.