



# VISITORS POLICY

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## PURPOSE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.45 am and 3.45 pm, and when the office is staffed to monitor/receive visitors at reception between the hours of 8.30 am and 4.30pm including parents and contractors. Outside of these times, our front office is not staffed and this policy does not apply.

## SCOPE

This policy applies to reception staff and visitors, including parents and contractors attending the school during the times outlined above.

## DEFINITIONS

The format is displayed as:

Key word/abbreviation	Definition
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 STATEMENT

Monivae College strives to create an open and inclusive school community, encouraging parents and carers to be actively involved in their student's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Monivae 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 and Volunteers Policy.

Monivae College promotes the wellbeing of students, staff and visitors, and has a responsibility to maintain confidentiality and other requirements under Victorian privacy law. Accordingly, the Principal has ultimate discretion to approve or not approve a potential visitor and there is no obligation to provide reasons for such decisions.

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

- Parents and guardians who visit the school during the day;
- Volunteers (see Volunteers Policy for further information);
- Prospective parents and prospective employees;
- Parent and community volunteers;

- Invited speakers, sessional instructors and others addressing learning and development;
- Representatives of community, business and service groups;
- Public officials (e.g. Members of Parliament, local councillors);
- Those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople;
- Tradespeople;
- Children's services agencies;
- Department of Families, Fairness and Housing Workers;
- Victoria Police;
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers);
- Other Catholic Education or MSC staff (including allied health staff) or contractors; and
- NDIS therapists or other allied health or health practitioners.

## **1. Sign In Procedure**

1.1. All visitors to Monivae College are required to report to the school reception office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the electronic sign in iPad;
- Provide proof of identification to office staff upon request;
- Produce their valid Working with Children Clearance where required by this policy (see below);
- Wear a visitor's name tag at all times;
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds, e.g. Child Safety Code of Conduct, Statement of Values and School Philosophy, as well as the Occupational Violence Policy, Sexual Harassment Policy and Workplace Bullying Policy; and
- Return to the office upon departure, sign out at the iPad.

1.2. We ensure that our Child Safety Code of Conduct is available to visitors to acknowledge when they sign in.

## **2. Working with Children Clearance and Other Suitability Checks**

2.1. For Working with Children Clearances (WWCC) and other suitability requirements relating to parents/carers and other volunteers, please see our Volunteers Policy.

2.2. All visitors who are engaged in child-related work (see definition above) must have a valid WWCC. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

2.3. In some circumstances, visitors to Monivae College who are not engaged in child-related work will also be required to produce a valid WWCC, depending on the particular circumstances of their visit. For example, Monivae College will require a valid WWCC 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; and
- 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 Business Manager.

- 2.4. Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the board room 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 WWCC.
- 2.5. Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC but may be asked to verify that they are sworn officers by providing proof of identification.

### **3. Invited Speakers and Presenters**

- 3.1. On occasion, Monivae College may invite external speakers or external providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with CECV requirements, Monivae 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; and
  - ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Catholic Schools is consistent with the values 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 for the range of views held by students and their families.

### **4. Parent Visitors**

- 4.1. 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. 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 school office.
- 4.5. 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.

### **5. Other Visitors**

- 5.1. All business operators, tradespeople and other visitors attending the school to conduct work must report to the school reception office upon arrival for instruction and follow the sign in procedure outlined above.

### **6. Communication**

- 6.1. This policy will be communicated to our school community in the following ways:
  - Included in staff induction processes;

- Available publicly on our school's website;
- Included in our staff handbook/manual;
- Discussed at staff briefings/meetings as required; and
- Made available in hard copy from school reception office upon request.

## GOVERNANCE

Supporting procedures	Nil
Supporting schedules	Child Safety Code of Conduct
Associated policies	Child Safety and Wellbeing Policy Volunteers Policy Working with Children Clearance Policy
Related Legislation	Worker Screening Act 2020 (Vic) Education and Training Reform Act 2006 (Vic)
Category	Operational
Approval	School Leadership Team 14.11.2022
Endorsement	Relevant Senior Officer 07.11.2022
Policy Owner	Compliance and Risk Manager
Date Effective	14.11.2022
Review Date	14.11.2027 (5 years from effective date)  This policy is to be kept for five(5) years until review, unless there is a significant legislative or organisational change requiring earlier review.  The master copy is kept in Knowledge Banks in read-only PDF form. All printed copies are uncontrolled.
Version	1.1
Content Enquiries	eguthrie@monivae.vic.edu.au

## DOCUMENT HISTORY

Version #	Date	Changes Made
1.0	06.07.2022	Initial release
1.1	14.11.2022	Update to definition to align with Worker Screening Act 2020 definition.  Addition of Parent Visitors section