Collingwood College

Visitors Policy

Document Version: V4
Last Updated/Principal Approval: February 2023
Consultation: Ongoing consultation with school community via an offer to provide feedback on Child Safety policies and procedures as outlined on our website https://www.collingwood.vic.edu.au/our-school/child-safe-school/

Document Status: Published
Review By: Sam Luck



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
Phone: (03) 9417 6681
Email: collingwood.co@education.vic.gov.au

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Collingwood 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 8:45am to 3:30pm, and when the office is staffed to monitor or receive visitors at reception from 8:30am – 4:00pm, including parents, contractors, and DET regional employees. Outside of these times, our front office is not staffed, and this policy does not apply.

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 Implementation

Collingwood 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 school's *Statement of Values* and *School Philosophy and the Child Safe Policies*.

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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 (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 (DFFH)
- 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 external allied health or health practitioners

Sign in procedure

All visitors to Collingwood College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). All visitors will be required to sign in using the Compass kiosk in reception. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit through our computer system
- allow the machine to take a picture of their face
- take the printed sign-in slip and place this into a visitor's lanyard
- Wear a visitor's lanyard/name tag at all times.
- 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)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including *Child Safety*

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Code of Conduct, Child Safe Policy and Statement of Values and *School Philosophy* as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy

- Return to the office upon departure and sign out and return visitor's lanyard/name tag

Once visitors have completed this, they should proceed to the administration office and ask for the staff member they are meeting to come and collect them from the administration area.

Upon departure, all visitors are required to sign out using the Compass kiosk by completing the following:

- select the sign out option
- enter the unique code from their sign in slip
- throw away the sign in slip and place the lanyard back in the basket next to the Compass kiosk

Once a visitor has signed out, it is important that they do not re-enter the building and leave the premises immediately in case of an emergency as the school cannot be liable if records indicate that the visitor had departed from the school grounds.

In the event of an emergency or evacuation, staff will assist visitors in accordance with the school's Emergency Management Plan. Staff in the administration office will ensure that a copy of all names of visitors signed in on Compass will be accounted for in the event of an evacuation or after a school lockdown.

Any visitor who fails to follow this procedure will be accompanied to the Compass Kiosk and asked to sign in. Failure to comply with the procedure will result in the visitor being requested to leave the school grounds.
Collingwood College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Responsibilities

Teaching staff rights and responsibilities

Teaching staff have the right to:

- decide who may visit, when and for what purpose
- postpone a visit
- ask a visitor to leave if they believe the visitor is not acting in accordance with the school values

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- ask a visitor to leave if they believe that the visitor is a threat to the safety and wellbeing of students

Teaching staff have the responsibility to:

- ensure that visitors are aware of and comply with the procedures outlined within this policy
- ensure that any visitor on school premises without a lanyard or an accompanying member of staff is directed to the administration office to comply with this procedure
- ensure the safety and wellbeing of all students is maintained during any visit
- ensure the safety and wellbeing of the visitor is maintained at all times and all visitors are cared for during the case of an emergency or evacuation

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) Clearance. And other suitability check requirements relating to parents/carers and other volunteers working with students please see out Volunteers Policy.

All visitors who are engaged in **child-related work** 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 Collingwood 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, Collingwood 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.

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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 Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Collingwood 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, Collingwood 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 for 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 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 (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's procedures for managing parents/carers restricted from attending the school are available from the principal or office staff. The school maintains 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 and through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Made available in hard copy from school administration upon request

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Further Information and Resources

Related School Policies/Documents:

- Child Safe Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy
- Volunteers Policy

The following Department of Education and Training policies and guidance are relevant to this policy:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Policy Review and Approval

This policy will be reviewed every 2 years, or earlier as required by any changes to DET policy.

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2024

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