



PURPOSE

To outline the processes that Portland Secondary College (Must Street & Victoria Parade campuses) will follow to effectively screen, manage and supervise visitors to the school.

SCOPE

This policy applies to the all personnel visiting to school or on its grounds.

TYPES OF VISITORS

Visitors to schools may include, but are not limited to:

- Prospective parents and employees
- Those who are addressing a learning or developmental need, such as
 - Parent and community volunteers
 - Invited speakers
 - Sessional instructors
 - Representatives of community, business and service groups
 - Local members of the State and Commonwealth Parliaments
- Those who are conducting business such as
 - Uniform suppliers
 - Booksellers
 - Official school photographers
 - Commercial salespeople
- Trades people
- Children's services agents
- Talent scouts
- Department of Health and Human Services Child Protection Workers, and Victoria Police
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health Workers
- Allied health practitioners
- Public officials

POLICY

Portland Secondary College (Must Street & Victoria Parade campuses) is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. The College's Visitors in Schools Policy is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance to child abuse. The procedures set out below are designed to ensure the safety of all persons on Portland Secondary College (Must Street & Victoria Parade campuses) site.

- All visitors must report to the Front Office



- All visitors must sign in on the compass kiosk in the front office
- Visitors will be met and collected by a staff member, excluding;
 - Tradesman
 - Counsellors
- All visitors will comply with relevant legal considerations and DET policies concerning privacy, the safety of students, the photographing of students and mandatory reporting
- All visitors are expected to comply with the Portland Secondary College (Must Street & Victoria Parade campuses) rules and expectations about behaviour and no visitors will be allowed to disrupt the learning of the students. These people will be asked to leave the school grounds immediately.
- Visitors who refuse to comply with the above policy guidelines may be issued with a 'warning under section 9 of the Summary Offences Act 1996 which restricts their access to Portland Secondary College (Must Street & Victoria Parade campuses). Furthermore these people may be reported to the Police and DET Emergency Management.

RELATED POLICIES AND RESOURCES

- [STATEMENT OF VALUES AND SCHOOL PHILOSOPHY.DOCX](#)
- [CHILD SAFE POLICY.DOCX](#)
- [WARNING UNDER SECTION 9 OF THE SUMMARY OFFENCES ACT 1996](#)

REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020