



## Visitors Policy

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Portland Secondary College (Must Street & Victoria Parade campuses).

### 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 8:30am to 4:30pm, when the office is staffed to monitor/receive visitors at reception. 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

Portland Secondary 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.

Portland Secondary 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, Child Safety Policy, Child Safe Code of Conduct, and Student Wellbeing and Engagement Policy.

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 Health and Human Services 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



# Portland Secondary College

*Creating the Opportunities...*

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 Safety 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 of each Campus
- All visitors must sign in on the compass kiosk in the front office at the Must Street Campus and into the Visitors Book at the Victoria Parade Campus and record the name, date, and time of visit and the purpose of their visit.
- 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)

Portland Secondary College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

- 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.
- Return to the office upon departure and sign out .
- 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.

## **COVID-19 vaccination information**

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers are vaccinated or medically exempted before entering school buildings.

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

## **Working with Children Clearance**

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

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



In some circumstances, visitors to Example School 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, Portland Secondary 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.

WWC Checks will be copied and stored on a secure site.

## Invited speakers and presenters

On occasion, Portland Secondary 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, Portland Secondary 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.

## 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.



# Portland Secondary College

*Creating the Opportunities...*

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 [insert the school's procedures for managing parents/carers restricted from attending the school e.g. 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 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
- Included in induction processes for relevant staff
- Included on Staff Knowledge Bank
- Discussed in an annual staff briefing/meeting

## RELATED POLICIES AND RESOURCES

- STATEMENT OF VALUES AND SCHOOL PHILOSOPHY.DOCX
- CHILD SAFETY POLICY.DOCX
- COVID-19 VACCINATIONS – VISITORS AND VOLUNTEERS WORKING ON SCHOOL SITES
- CHILD SAFE CODE OF CONDUCT
- STUDENT WELLBEING AND ENGAGEMENT POLICY
- WARNING UNDER SECTION 9 OF THE SUMMARY OFFENCES ACT 1996

## REVIEW CYCLE

DATE	VERSION	APPROVED BY	NEXT REVIEW
July 2024	4	Portland Secondary College School Council	June 2027