



# STAWELL SECONDARY COLLEGE

## Visitors Policy

### Rationale:

- Stawell Secondary College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.
- Stawell Secondary College is knowledgeable about its obligations under the Child Safe Standards (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that visitors do not pose a risk to child safety

### Aims:

- To provide a safe and secure environment for our students, staff and resources
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school

### Date Effective:

July 2020

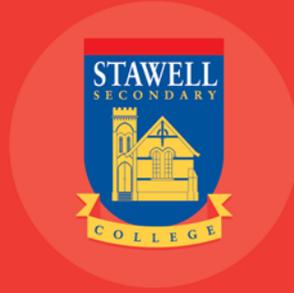
### Definitions:

<b>Word</b>	<b>Definition</b>
Child Related Work	As defined by the Working with Children Act 2005 (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 contact with children that is incidental to the work.
Visitors	All people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day

### Implementation:

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



# STAWELL SECONDARY COLLEGE

- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople and/or contractors
- Children's services agencies
- 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
- Allied health or health practitioners

## **Sign in Procedure**

All visitors to Stawell Secondary College are required to report to the Administration Office on arrival. Visitors must:

- Sign in via the XUNO Kiosk. The visitor's name, contact details, Working with Children Check (WWC) identification and staff member they are visiting. Visitors are to keep the receipt for signing out purposes.
- Provide proof of identification to Administration Office staff upon request
- Produce their valid Working with Children Check where required
- Wear a visitor's identification at all times, Stawell Secondary College is a Child Safe School
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds
- Return to the office upon departure, sign out and return visitor's identification

Stawell Secondary College will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

## **Requirements for visitors to produce a valid Working with Children Check card**

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

Stawell Secondary College has the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the Working with Children Act 2005 (Vic).

All visitors who are engaged in child-related work must have a valid WWC Check.

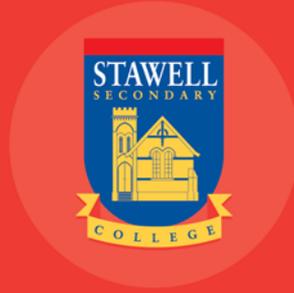
It is at the discretion of the Principal as to whether to require a WWCC for those not engaged in child-related work.

In some circumstances, visitors to Stawell Secondary College who are not engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Stawell Secondary College will require a valid WWC Check for:

(03) 5358 1700

[stawellsc.vic.edu.au](http://stawellsc.vic.edu.au)

[stawell.sc@edumail.vic.gov.au](mailto:stawell.sc@edumail.vic.gov.au)



# STAWELL SECONDARY COLLEGE

- 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children. Stawell Secondary College is a Child Safe School

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 Check.

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**

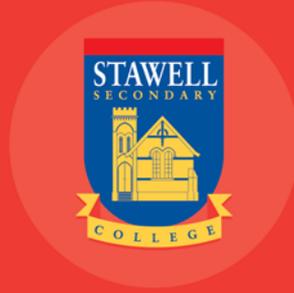
On occasions, Stawell Secondary College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training (DET) requirements, Stawell Secondary College will:

- 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.



# STAWELL SECONDARY COLLEGE

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 (e.g. parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the school office.

## **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
- Should a student of Stawell Secondary College wish to have 'friend' or 'relative' who is not an enrolled member of the school attend for a period of time as a "student visitor", the principal must be notified at least 48 hours prior to the proposed date of visit. All of the above conditions relating to visitors will apply in these circumstances.

## **Evaluation:**

This policy will be reviewed as part of the school's review cycle in February each year. The review will be led by the Assistant Principal - Student Management and referred to the Policy Sub-Committee and School Council for ratification.

Last Reviewed: July 2020 (New policy)

Next review date: February 2021

## **History of changes**

First issued	July 2020
Date of update	Summary of change(s)