

ASPIRATION



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PARTICIPATION

We acknowledge the Djab Warrung and Jardwadjall people as the traditional owners of this land.

Stawell Secondary College

Visitors Policy

If you need help to understand the information in this policy, please contact Stawell Secondary College on 03 5358 1700 or stawell.sc@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 Stawell Secondary College.

Scope

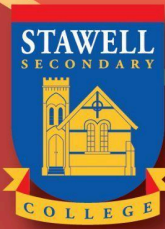
This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.30am to 4.20pm, including parents, contractors, and any other visitors. Outside of these times, our front office is not staffed, and this policy does not apply.

DEFINITIONS

Word	Definition
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

Policy

Stawell 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



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education. We also strive to foster strong partnerships with local community services, schools, and other organisations.

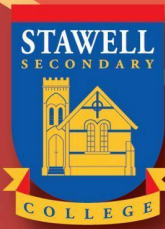
Stawell Secondary College is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy, Child Safety and Wellbeing Policy, Child Safe Code of Conduct* and *Volunteers 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
- Department of Families, Fairness and Housing 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

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.



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- 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.

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

Working with Children Clearance and other suitability checks

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.

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.

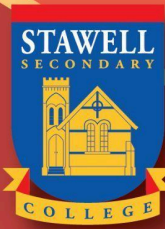
It is at the discretion of the Principal as to whether to require a WWCC for those not engaged in child-related work.

All visitors who are engaged in **child-related work** (see definition above) 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 our 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, Stawell 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 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.



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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, 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 requirements, we 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

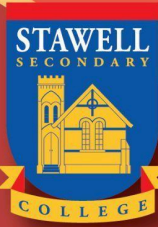
We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

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.

All parents or carers who visit our school during school hours, other than for the purposes of school pickups 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.

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.



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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.

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 in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

Related policies and resources


Stawell Secondary College policies:

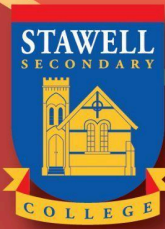
- [Statement of Values and School Philosophy](#)
- [Volunteers Policy](#)
- [Child Safety and Wellbeing policy](#)
- [Child Safety Code of Conduct](#)

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

Policy REVIEW and Approval

Policy last reviewed	October 2023
Consultation	Consultation by School Council 25 th October 2023
Approved by	 Principal
Next scheduled review date	October 2025



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History of changes

First issued	New Policy October 2023
Date of update	Summary of change(s)