

Croydon Community School & OPTIONS

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 Croydon Community School & OPTIONS.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30 am to 4:00pm, and when the office is staffed to monitor / receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers/guardians or their delegates who are visiting the school to attend Student Support Group meetings or who are dropping off or picking up students from school events such as Exhibitions, performances or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

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.

POLICY

Croydon Community School & OPTIONS strives to create an open, inclusive school community and encourages parents/carers/guardians 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.

Croydon Community School & OPTIONS are not public places. 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 Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct, Child Safety Reporting Obligations Policy and Emergency Management Procedures.*

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents/Carers
- Volunteers – see our school's Volunteer Workers 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. official school photographers, educational suppliers
- Tradespeople
- 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
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Croydon Community School & OPTIONS are required to report to the school office on arrival (see exceptions below in relation to parents/carers/guardians). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Follow instruction from school staff
- Abide by all relevant policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying, Statement of Values, Volunteers Policy, Emergency Management Policy
- Return to the office upon departure and sign out

Croydon Community School & OPTIONS 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.

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/guardians 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 Check.

In some circumstances, visitors to Croydon Community School & OPTIONS 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, Croydon Community School & OPTIONS will require a valid WWC Check 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 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.

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 occasion, Croydon Community School & OPTIONS 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, Croydon Community School & OPTIONS 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.

Parents/Carers Visitors

We understand that there may occasionally be a reason why a parent/carer/guardian 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/carers/guardians 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. SSGs, Exhibitions, performances, Town Hall, 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.

Confidentiality

From time to time visitors to the school might hear or see information about individual members of the school community. The school ask that visitors and volunteers respect the privacy and confidentiality of staff, young people and their families. Any information obtained at school must not be discussed with anybody but the teacher you are working with or with the school principal.

RELATED DOCUMENTS AND POLICIES

Reference:

[www.education.vic.gov.au/school/principals/spag/safety/pages/visitors in schools.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitors%20in%20schools.aspx)

WWC : <http://www.workingwithchildren.vic.gov.au/>

Please refer also to the school's:

- Child Safety Policy / Statement of Commitment to Child Safety
- Child Safety Code of Conduct
- Child Safety Reporting Obligations Policy
- Contractor Management
- Duty of Care Policy
- Emergency Management Policy
- Incursions (Safety of Children Working With External Providers) policy
- Information and Privacy Policy
- Photographing and Filming Children Policy
- Police & DHHS Interviews Policy
- Protocols for Visits By Members of Parliament
- Statement of Values and School Philosophy
- Volunteers Policy
- Working with Children (Suitability) Checks – Volunteers & Visitors Policy
- Yard Duty and Supervision Policy

REVIEW CYCLE

This policy, first developed in this format in April 2019 and endorsed/approved by School Council in 25th March, 2019 will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update late September 2018).