



VISITORS POLICY

Date	October 2023	Review Cycle	2 Years	Approved By	Principal <i>(community consultation)</i>
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INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or werribee.sc@education.vic.gov.au so interpreters may be arranged via VITS or local services.



PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Werribee Secondary College.

Scope: This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am 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 or their delegates who are dropping off or picking up students from school events such as parent teacher interviews, concerts, sport 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.

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COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We respect and are responsible for our:

Learning

I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.

Identity

I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.

Community

I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.

POLICY

Werribee 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.

Werribee 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 Policies, Child Safe Code of Conduct as well as this visitors 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 (eg Members of Parliament, local councillors).
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople.
- Instructors providing Special Religious Instruction (SRI)
- Tradespeople.
- Children's services agencies.
- Talent scouts.
- Department of Health and Human Services workers.
- Victoria Police.
- Persons authorised to enter school premises (eg 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 Werribee Secondary College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, date and time of visit and purpose of visit in the Compass Kiosk (or as a back up a hard copy sign in book) located at the front office.
- Provide proof of identification to office staff upon request.
- Produce their valid Working with Children Check where required by this policy (see below).

- Wear a college issued visitor's lanyard/ tag at all times.
- 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 lanyard/name tag
- Werribee Secondary College will ensure that our school's Child Safety Code of Conduct and related information 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 and other suitability requirements relating to parents/carers and other volunteers working with students please refer to 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 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:

- **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, Werribee Secondary School 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, Werribee 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 need 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 phone the relevant sub-school office in advance of arrival 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 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.

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.

FURTHER INFORMATION AND RESOURCES

Copies of related Werribee Secondary College policies can be found on our college website at werribeesc.vic.edu.au. Printed copies can also be provided by our front office upon request.

Please also refer to the below Department of Education information and policies:

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

