# VISITORS POLICY 2024 -2026

**Help for non-English speakers**

If you need help to understand the information in this policy, please email the General Office cranbourne.east.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 Cranbourne East 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 8.00am - 4.00pm. 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 Breakfast Club, Production, 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.

## 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

Cranbourne East 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.

Cranbourne East 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 Safety 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
- Past students (who must be accompanied at all times by the staff member who collected them from the front office)
- 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
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing 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 Cranbourne East Secondary College, including visitors to the Wellness Centre, are required to report to the school office on arrival. Visitors must sign in at the electronic visitor kiosk and do the following:

- Enter their name and person they are visiting
- Provide proof of identification to office staff upon request
- Agree to the Child Safety Code of Conduct as displayed on the screen
- Supply a valid Working with Children Clearance Card to the front office receptionist who will make a copy for filing and note the WWC number on the WWC StatusCheck
- Wear a visitor's lanyard containing the kiosk receipt
- Follow instructions from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, RespectStatement of Commitment to Child Safety
- Return to the office upon departure, sign out and return visitor's lanyard.

CESC will ensure that our school's Child Safety Code of Conduct is 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 (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see the Volunteers policy.

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.

Visitors to CESC who are **not** engaged in child-related work will also be required to produce a valid WWC Check. For example, Cranbourne East Secondary College 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.

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, past students, 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.

## Invited speakers and presenters

On occasion, Cranbourne East Secondary College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, CESC 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 recess or lunchtime unless the matter is urgent. 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

- Statement of Values and School Philosophy,
- Volunteers Policy,
- Child Safety and Wellbeing policy,
- Child Safety Code of Conduct

Links which are connected with this policy are:

http://www.cesc.vic.edu.au/index.php/about/policies/cesc

**DEPARTMENT POLICIES:**

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | Term 2 2024 |
| Consultation | School Council Consultation – Term 2 2024 |
| Approved by | Principal |
| Next scheduled review date | 2026 – mandatory min review cycle for this policy is 2 years |

***Reviewed & Ratified: Term2 2024***
***Date of Next Review: Term 2 2026***