

# PARKDALE SECONDARY COLLEGE

## VISITORS POLICY



POLICY DATE: 2022

REVIEW DATE: 2022-2026

APPROVED BY: The Principal – David Russell

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Parkdale 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 4.15pm, when the office is staffed to monitor/receive visitors at reception], including parents, contractors, and guest presenters. Outside of these times, our front office is not staffed and this policy does not apply.

### DEFINITIONS

*Child-related work:* As defined by the *Worker Screening Act 2020* (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 direct contact with children that is incidental to the work.

### POLICY

Parkdale 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.

Parkdale 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 Safe Policy, Child Safe Code of Conduct*.

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
- Talent scouts
- 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 Example School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose as instructed.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard at all times

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- Provide proof of full vaccination status as mandated by the Victorian Government.
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return visitor's lanyard.

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

### COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically exempted before entering school buildings and when attending outdoor gatherings and events.

For further information on this process, refer to the Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

### Working with Children Clearance

For Working with Children Check (WWC) and other suitability check requirements relating to parents/carers 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 Clearance.

In some circumstances, visitors to Parkdale Secondary College 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, Parkdale 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 or any other time 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.
- **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, Parkdale 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, Parkdale 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

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- 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.

- All parents visiting the school must come directly to reception.
- Requests (by family members, for example) to meet with students will be determined by the Principal, considering the best interests of the child and the safety and well-being of the College's staff members.
- Parents should only attend at the school to deliver and collect their children at the commencement and conclusion of the school day (or earlier if the child is ill, has a medical appointment, etc); in such instances parents/guardians do not need to sign in.
- Parents are not permitted to drop off forgotten items for students during the school day. Parkdale Secondary College aims to promote independence and resilience in our students.
- If parents needs to attend at the College due to an emergency, they should attempt to contact the school prior to their attendance.
- Save for emergency situations, parents should only be at school for scheduled meetings with staff members.
- 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.

### 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.

### WORKING WITH CHILDREN CHECK PROCEDURES

At Parkdale Secondary College, the Office Administration staff will be responsible for checking the WWCC for visitors to the College. The staff will follow the procedure of:

- Checking the WWCC ensure it is current
- Photocopying WWCC

Record on the photocopy

- Date
- Time
- Company or name
- Staff members code

File the WWCC in alphabetical order and store in office cupboard

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At Parkdale Secondary College the Facilities Manager will be responsible for checking the WWCC for contractors working at the College. The Facilities Manger will follow the procedure of:

- Checking the WWCC ensure it is current
- Photocopying WWCC

Record on the photocopy

- Date
- Time
- Company or name
- Staff members code

File the WWCC in alphabetical order and store in Facilities Managers filing cabinet.

### 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

School policies:

- Volunteers Policy,
- Child Safety policy,
- Child Safety Code of Conduct

Department policies:

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

### EVALUATION

The Principal Team will be responsible for the review of this policy.