

**VISITORS POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the College on 03 9870 4551.

**Purpose**

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

Schools are educational institutions and Melba College recognises that the involvement of visitors, volunteers, parents, carers and others from the community can play an important role in children’s development and learning. This policy therefore seeks to provide an open and friendly learning environment, which values and actively encourages visitors and volunteers to our school.

Melba College recognises our Duty of Care to all students, staff, visitors and volunteers to ensure a safe environment; and our responsibility to protect and preserve our resources against theft, vandalism and misuse.

**Scope**

This policy outlines Melba College’s arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.00am to 4.00pm, and when the office is staffed to monitor/receive visitors at reception, including parents, contractors, health professionals and other facilitators. 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 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**

Melba 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.

Melba College is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familarise themselves with Melba College’s Statement of Values and School Philosophy, Child Safety policy and Code of Conduct, Volunteers Policy.

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

* Parents
* Volunteers – see our 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 councilors)
* Persons conducting business e.g: 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 (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 Melba College are required to report to the College administration located in C Building upon arrival. (see exceptions below in relation to parents/carers) Visitors must:

* Record their name, signature, date and time of visit and purpose of the visit through the Compass machine
* Provide proof of identification to the office upon request
* Produce evidence of their valid Working With Children Clearance where required by this policy (see below)
* 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, Respect for School Staff and Melba College’s Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](https://www2.education.vic.gov.au/pal/sexual-harassment/overview) and [Workplace Bullying Policy](https://www2.education.vic.gov.au/pal/workplace-bullying/policy)
* Return to the office upon departure and sign out via the Compass machine

Melba 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 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. 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 Melba College who are **not** engaged in child-related work will also be required to produce a vail WWC Clearance depending on particular circumstances of their visit. For example, Melba 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 a 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. Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victorian 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, Melba 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, Melba College will:

* Ensure that 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 the 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 for 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 or seen their child during school hours.

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.

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. Melba College’s procedures for managing parents/carers restricted from attending the school provide 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.

**Other visitors**

All business operators, tradespeople and other visitors attending Melba College to conduct work must report to C Building reception 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 the College website
* Included in induction processes for relevant staff
* Included in our staff handbook
* Made available in hard copy from school administration upon request

**Related policies and resources**

Melba College policies:

* Statement of Values and School Philosophy
* Child Safety Code of Conduct
* Volunteers Policy
* Student Engagement and Wellbeing Policy

Department policies:

* [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
* [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
* [Contractor OHS Management](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- | --- |
| **Policy Reviewed by School Council** | **Person Responsible for Policy** | **Next School Council Review** |
| 2022 | Assistant Principal Accountabilities | 2024 |