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# Visitors Policy

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<i>Date implemented</i>	24 May 2023
<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	May 2025
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	24 May 2023
<i>Signature</i>	



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## Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Castlemaine 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 4:30pm, Monday to Thursday and 8.30am to 4.00pm Friday. Outside of these times, Reception 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 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

Castlemaine 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.

Castlemaine 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. Policies are available on the [College's Website](#).

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

- Parents
- Volunteers – refer to 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
- 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 staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### **Sign in procedure**

All visitors to Castlemaine Secondary College are required to report to Reception on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Login using the XUNO kiosk located in reception.
- Keep the XUNO sign-in receipt on their person at all times whilst in the school.
- 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 visitor’s lanyard at all times.
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Statement of Values and School Philosophy.
- Return to the office upon departure to sign out using the XUNO kiosk.

Castlemaine Secondary 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 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. 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 Castlemaine 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, Castlemaine 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, Castlemaine 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, Castlemaine 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 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 Reception 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 Reception.

## Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to 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 our College's website [www.csc.edu.vic.au](http://www.csc.edu.vic.au).
- Reminders in our school newsletter.
- Discussed in student forums.
- Included in the online staff handbook (Staff Central).
- Discussed at staff briefings/meetings as required.

## Further Information and Resources

Department of Education policies:

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

## Providing feedback and ongoing consultation

At CSC we encourage involvement from students and families in relation to all policies, please email [castlemaine.sc@education.vic.gov.au](mailto:castlemaine.sc@education.vic.gov.au) to provide suggestions.

## Policy Review and Approval

Policy last reviewed	24 May 2023
Consultation	24 May 2023
Approved by	School Council
Next scheduled review date	May 2025 – the mandatory review cycle for this policy is 2 years