



VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact North Geelong Secondary College on 03 5240 5800 or north.geelong.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 North Geelong Secondary College.

SCOPE

This policy outlines the college arrangements for visitors who attend college grounds when the college is open for instruction between the hours of 8.00am-4.30pm including parents/carers, contractors and other visitors. Outside of these times, the administration office is not staffed, and this policy does not apply.

DEFINITION

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

North Geelong Secondary College strives to create an open and inclusive college community and encourages parents/carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, other schools and organisations.

North Geelong Secondary College is not a public place. The principal has the authority to permit or deny entry to college grounds and encourages all visitors to familiarise themselves with our college Statement of Values and College 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 college. Visitors may include, but are not limited to:

- Parents/Carers

- Volunteers – see our college Volunteers Policy for more information
- Prospective parents/carers, 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 Families, Fairness and Housing workers
- Victoria Police/Other Emergency Services
- Persons authorised to enter school premises (e.g. 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 North Geelong Secondary College are required to report to the college administration office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit via the Compass Kiosk
- 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 name tag at all times.
- Follow instruction from college staff and abide by all relevant college policies relating to appropriate conduct on college grounds including Child Safety Code of Conduct, Respect for College Staff, Statement of Values and College Philosophy etc as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the administration office upon departure and sign out

North Geelong Secondary College will ensure that our college 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) clearance 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 North Geelong 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, North Geelong 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 college during college 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 administration 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/carer on a college 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 clearance, however may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, North Geelong 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, North Geelong 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 for the range of views held by students and their families.

Parent/carer visitors

All parents/carers who visit our college during college hours, other than for the purposes of pick ups and drop offs or for specific college events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the college administration office.

We however ask that parents/carers avoid arranging to visit their children at the college wherever possible, as this can cause inappropriate disruptions to the day.

We understand that there may occasionally be a reason why a parent/carer may want to speak to or see their child at the college, during college hours.

If there is an urgent or unavoidable issue that cannot wait until the end of the college day, we ask that parents/carers call the college administration office to make the request to speak to or see their child during college hours.

Parents/carers who are prohibited from entering the college under a court order or direction of the Principal are not permitted to visit the college. Our college maintains and provides administration 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 the college to conduct work must report to the college administration office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

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

- Available publicly on our college website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from college administration upon request

RELATED POLICIES AND RESOURCES

Department policies:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	29/2/2024
Consultation	School Council 19/3/2024
Approved by	Principal
Next scheduled review date	Before 2/2028