

	<b>Visitors in Schools Policy</b>	<b>Endorsed by School Council:</b>  <b>March 2018</b>  Developed: June 2009
Information: 02 6076 1566  Manager: Principal	DET Schools Reference Guide:  Associated Policies: Previous College Policies in "900 Environment", Child Safe Environment Policy, Child Safe Code of Conduct, Supervision and Duty of Care Policy, Statement of Philosophy	Next review: Term 2 2021  Issue No: 1.3

**Rationale/Aims:**

To increase experience of the cultural and social features of the community, the Department encourages schools to:

- Ensure parents/carers/guardians partner in their children’s development.
- Create strong partnerships with community services, schools, businesses and the wider community.

This policy is to ensure that Corryong College effectively manages visitors to the school and that the school is a safe and secure environment for all students and staff.

**Implementation:**

Visitors attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school principal (or their nominee) prior to attending the school. Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors.

All visitors are required to report to the General Office of either campus prior to undertaking any activity on the school grounds or within the school. Visitors are required to record their name, signature, the date and time, and the purpose of the visit in the Visitors Book and sign out at the end of their visit.

This process will be published in school communications and will be displayed at the school entrance.

Visitors will be required to wear a distinguishable ‘visitor’ stick-on label (disposable badge).

Visitors delivering programs directly to students will be adequately supervised by teaching staff of the school, in order for the school’s duty of care to be discharged to those students.

Visitors will be expected to observe appropriate standards of behaviour consistent with the Corryong College’s Child Safe Policies:

[Child Safe Environment Policy](#) [Child Safe Std 2 and the Child Safe Code of Conduct](#) [Child Safe Std 3](#)

All visitors are required to comply with the school’s Statement of Philosophy: [Statement of Philosophy](#)

Visitors who fail to follow directions will be directed to Administration Staff.

The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

## **Policy and Procedures:**

### **Types of visitors:**

Visitors to schools may include, but are not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers
  - sessional instructors
  - representatives of community, business and service groups
  - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
- trades people
- children's services agents

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police, see: [Police and DHHS Interviews](#)
- Persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).

### **School policy and procedures regarding visitors to the school ensures the:**

- Checking of identification and authorisation of such persons.
- Recording their attendance.
- Facilitating their entry on to the school premises in a manner consistent with the authorisation.

On the basis that schools are not public places, but are public educational institutions, the principal has ultimate discretion to approve or not approve a potential visitor. The Principal also has the authority to exclude people from being on school grounds outside of school operating hours.

Principals and teachers have duty of care to their students. The duty requires principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

When deciding to approve a visitor, the Principal will consider the visitor's suitability, purpose and the benefit provided to the students and staff from the visit, including:

- Requiring all visitors arriving and departing during school hours to use the Visitor's Book at the General Office.
- Procedures for assessment and verification of the suitability of visitors to be in a location where children freely move about, learn and play. The evidence required is generally a Working with Children Check (WWCC); however if a visitor's occupation exempts them from the requirement to have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- Considering the educational merit and potential benefits of the visit.
- The level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students.
- Ensuring that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular.
- Ensuring that any programs delivered by visitors pays appropriate regard to school policies and are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

- The potential for the visitor or the content of their program/presentation to cause controversy within the school or broader community.

At Corryong College the procedure is as follows:

- All visitors report directly to the General Office (on either junior or senior campus) on arrival.
- Visitors must sign into the visitor's book and wait at the General Office until they are met by their supervising teacher (the person who organised the attendance of the visitor), who will escort them.
- Upon departure, the supervising teacher needs to escort them to the General Office, where the visitor will sign out and leave.

**PLEASE NOTE:** if the visitor has been presenting to a class and the supervising teacher needs to remain with their class, the teacher is to:

- a) Arrange another teacher to monitor their class while they supervise the visitor's departure.
- b) Arrange another teacher to meet the visitor at their class and supervise the visitor's departure.
- c) Send 2 students to the General Office, who will organise for someone to return to the class and then supervise the visitor's departure.

**Definitions:**

Visitor – One who visits for friendly, official, business or other purpose. Specifically relating to visiting at Corryong College.

**Review Process:**

This policy will be reviewed annually, or as needed, due to changes in regulations or circumstances.

**References:**

Visitors in Schools <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>  
Child Safe Standards <http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>  
Volunteer checks <http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>  
Volunteer workers <http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>  
External resource: [Department of Justice and Regulation-Working with Children Check](#)

**Related Policies and Documents:**

Child Safe Environment Policy  
Child Safe Code of Conduct  
Supervision and Duty of Care Policy  
Statement of Philosophy