



College council will review this policy every three years or as directed by DET

Date approved: November 2017

Date of next review: 2020

RATIONALE

The College is not a public place and therefore has the right to determine who should be allowed onsite and in what capacity. The overriding premise of the Visitors Policy is to ensure the safety and wellbeing of students and staff.

The College encourages access by:

- parents / guardians to partner in their student's development.
- community services, schools, businesses and the wider community in order to create partnerships

DEFINITION

Visitors to colleges 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 Parliament
- those who are conducting business such as:
 - uniform suppliers
 - booksellers
 - official college photographers
 - commercial salespeople
 - trades people
 - children's services agents
 - talent scouts
 - instructors providing Special Religious Instruction (SRI)
see [Special Religious Instruction](#)
- those who have a legislative mandate:
 - Department of Health and Human Services Child Protection Workers, and Victoria Police, see [Police and DHS Interviews](#)
 - Persons who are authorised to enter on to the college premises, for a specific purpose (e.g. Worksafe or Environmental Health officers). In such cases college procedures will be documented.

IMPLEMENTATION

The College will ensure the following requirements are met by visitors before endorsing access:

- Any person engaging in 'child related work' must have a WWC Check regardless of whether the contact is supervised by another person or not.
Direct contact in this context includes: oral, written, electronic communication and face to face physical contact.
- All visitors arriving and departing during college hours must register on the College 'VPass' electronic system located at reception to record their entry and exit. Information collected includes name, photo, the date and time, and the purpose of the visit. Visitors must wear an identification lanyard.
- The suitability of visitors will be verified in the main reception area. Visitors in areas other than the main reception will require evidence of suitability. The evidence required is a working with children check (WWC Check); however, if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- The purpose, age appropriateness of material and potential for a visitor or the content of their program/presentation to cause controversy within the school or broader community and educational purpose will be considered.
- Visitors are to be made aware of school routines, including the emergency management plan.
- Legal and Department policies concerning: privacy, photographing of students, mandatory reporting, promotion and protection of rights and well-being of children will be adhered to.
- Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the Education and Training Reform Act 2006 (Vic): democracy, 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.
- Any programs or content delivered by visitors (other than Special Religious Instruction) must comply with the requirement that education in Victorian government schools is secular.
- Visitors delivering programs directly to students must be adequately supervised by teaching staff.
- Where possible appointments are made ahead of time.