



## **Visitors to College Policy**

---

### **Rationale:**

- DET encourages schools to welcome parents and families as part of the school community and supports schools in building partnerships with the broader community
- As engagement between schools and their communities leads to the presence of a range of visitors on school sites, all schools should have a written school policy and agreed procedures in relation to visitors to the school
- The College is an educational institution and not a public place

### **Aims:**

- To manage the potential risks in allowing visitors into schools, including visitors who are members of students' families, members of the local & wider community and tradespeople.

### **Implementation:**

- All visitors to the College must register their arrival at, and departure from the school at reception, including their name, signing and recording the date, times and purpose of the visit. This will ensure that the College has a record of all visitors in the event of a school emergency or any future investigation;
- Visits to the school may be for educational purposes or for authorised works and maintenance of College facilities, including buildings, grounds and equipment;
- Under no circumstances are students permitted to arrange for food to be delivered onto the school grounds or any offsite events (eg: carnival, camp, excursion, etc).
- Proposed visits to the school for educational purposes must clearly be consistent with curriculum objectives, be appropriate for students in the relevant age group and be consistent with the values of public education;
- Prior to visit, consideration should be made pertaining to controversy the visit may ensue;
- The level of disruption caused by visitors should be considered in relation to the potential benefits to students;
- Visitors must comply with DET policies and legal considerations concerning privacy, photographing of students, mandatory reporting, custody restrictions etc.;
- Regular visitors may require a Working with Children Check in terms of DET policy and will be made familiar with the school routines, including the emergency management plan;
- Parents will be notified in advance of incursions involving visitors to the school and parental permission for students to participate in incursions will be required prior to the activity;
- Requests for visits to the College by individuals, agents or representatives for the purpose of identifying students who could contribute to their cultural, sporting, recreational or business activities must be in writing and will be considered by School Council at the next available scheduled meeting in terms of School

Policy and Advisory Guide – Student Safety at website

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

**Review Period:**

This policy will be reviewed by School Council on a regular basis to reflect DET guidelines.

This policy was last updated by School Council in March 2019 and is **scheduled for review in March 2020**.

*Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students and all of our school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safe policy and Code of Conduct are available on the school's website.*