



VISITORS POLICY

Policy 2021-2024



Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

Rationale:

Glenroy College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our College.

At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manages visitors, whilst not compromising the open and inviting nature of our College

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the College day.
- All visitors, including parents, are required to enter the College via the front Administration building and report to the General Office prior to undertaking any activity within the College.
- Visitors are required to report to General Office staff upon arrival. General Office staff will register details in the visitors' computer and provide a name tag and lanyard to be worn at all times whilst the visitor is on the College grounds. Visitors will be advised of this by General Office staff.
- A message is then sent to the staff member they are visiting to ensure they are aware of their arrival.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be required to report to the general office at the end of their visit to sign out at the General Office and return their nametag.
- Visitors will be provided with directions, and will be made aware of any construction works or issues that may impact upon their safety or comfort.
- Visitors within the College who have failed to follow the steps above will be reminded to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the College grounds, and also has the authority to invite or exclude people from using or being within the College boundaries outside College operating hours.
- The College's Emergency Management Procedures will ensure that visitors within the College at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Sign in procedure

All visitors to Glenroy College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, date and time of visit and purpose of visit in Passtab
- 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 lanyard at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff,

Statement of Values as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy

- Return to the office upon departure, sign out and return visitor's lanyard

Glenroy College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements. Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically exempted before entering school buildings and when attending outdoor gatherings and events. For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children Clearance

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.

This Worker Screening Act 2020 (Vic) requires all people engaged in 'child-related' work to hold a WWC Clearance.

All visitors who are engaged in child-related work must have a valid WWC Clearance.

In some circumstances, visitors to Glenroy 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, Glenroy 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, Glenroy 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, Glenroy 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 [(apart from the provision of Special Religious Instruction) - delete this if your school does not offer SRI] 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:
 - o elected government
 - o the rule of law
 - o equal rights for all before the law
 - o freedom of religion, speech and association
 - o the values of openness and tolerance
 - o respect the range of views held by students and their families.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual

Communication:

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

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

Policy Review and Approval:

Policy last reviewed	October 2021
Approved by	Principal and School Council
Next scheduled review date	October 2024