

Policy Statement

Wantirna College strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations. However, the College is not a public place and we are guided by the need to ensure we provide a safe and secure environment for our students and staff through effective identification and management of visitors onsite.

This policy applies to any visitor who may attend school grounds when the school is open for instruction and when the office is staffed to receive visitors (8:00am-4:30pm). Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from school events (such as parent teacher conferences, sport or other school activities), parents/carers or their delegates attending the school for prearranged appointments or events and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

Tradespeople working onsite are covered under the Managing Contractors Onsite policy.

Definitions

Child-related work: As defined by the *Working with Children Act 2005 (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 contact with children that is incidental to the work.

Guidelines

1.1 Wantirna College is not a public place. The Principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct

1.2 As a large and complex organisation, we operate on an appointment basis.

Program

2.1 From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

2.1.1 All visitors are required to report to reception on arrival to the College.

2.2 Visitors to the College are strongly encouraged to make an appointment to conduct their business.

Visitors Policy



- 1.3 All visitors to Wantirna College are required to report to the reception on arrival (see exceptions below in relation to parents/carers) to sign in.
- 1.4 Visitor movement around the College during school hours will be limited.
- 1.5 All visitors who are engaged in **child-related work** (see definition above) must have a valid WWCC.
- 2.2.1 Where there is no appointment, and the matter is urgent, the visitor will be accommodated provided there is no interruption to the smooth running of the school. (This would normally apply to urgent parent issues, police, child services).
- 2.3 All business operators, tradespeople, volunteers and other visitors attending the school to conduct work must report to the school office upon arrival each time for instruction and follow the sign in procedure outlined below in 2.3.1.
- 2.3.1
- Record their name, signature, date and time of visit and purpose of visit on the Compass Portal.
 - Provide proof of identification to office staff upon request
 - Produce their valid Working with Children Check (WWCC) where required by this policy (see below)
 - Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds.
 - Collect a visitor's pass and lanyard
 - Return to the office upon departure, sign out and return visitor's lanyard
- 2.3.2 The College Child Safety Code of Conduct/Child Safety Statement of Commitment will be available and easily accessible to visitors at sign in.
- 2.3.3 Visitors are expected to wear their visitor's lanyard with their pass at all times when onsite and return it at the conclusion of the visit.
- 2.4 Where possible, meetings with visitors will be conducted in the administration building. Where a meeting needs to occur in another part of the school, the visitor will wait to be collected from the office by the person they are meeting with to be escorted to the venue.
- 2.4.1 Visitors will be encouraged to use the main carpark and to enter and exit through the front entrance. They will be discouraged from walking through the school grounds to enter and exit.
- 2.5 WWCC Check will need to be sited at sign in for those participating in child related work if we do not already have the current copy on file.
- 2.5.1 In some circumstances, visitors to Wantirna College who are not engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example,
- 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 work at the school and in circumstances where they will be performing

- their work in an area where they will be unsupervised and around children.
- 2.5.2 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 WWCC.
- 2.5.3 Further background checks, including references, may also be requested at the discretion of the principal.
- 2.5.4 Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC, but may be asked to verify that they are sworn officers by providing proof of identification.
- 1.6 Wantirna College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students.
- 2.6 The teacher who has organised the event is responsible for ensuring that the content of presentations and programs by the external provider contributes to the educational development of students and is consistent with curriculum objectives.
- 2.6.1 The teacher proposing any visit, program or content delivered by a visitor should consult with a member of the Leadership team to ensure:
- the content delivered 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).
 - 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 the range of views held by students and their families.
- 1.7 All parents or carers who visit the school during school hours, other than for the purposes of school pick-ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.
- 2.7 To prevent disruptions and encourage the development of independence, Wantirna College actively discourages parents from visiting their children during the school day.

Visitors Policy



- 2.7.1 Parents dropping students off in the morning and picking them up at the end of the day are asked to stay offsite. Year 7 parents are asked not to wait for their children near the lockers or classrooms.
- 2.7.2 If there is an emergency during the school day where a parent must speak to their child, we ask that they contact reception to make the request to speak to their child during school hours.
- 2.7.3 If a parent needs to drop items or materials off to their child, we ask that they leave them with reception who will ensure the students receive the item.

POLICY DRAFTED
RATIFIED BY COUNCIL
DATE FOR REVIEW

Catherine Ford Assistant Principal
15th September 2020
2023