



# Camperdown College

## Visitors in Schools Policy

### RATIONALE

Visitors to the school are encouraged in order to foster the involvement of families in their children's schooling and to increase experience of the cultural and social features of the community. Visitors to the school are a means by which the school can create strong partnerships with community services, other schools, businesses and the wider community. However, schools are not public places and the safety of students and staff must be considered when visitors are invited into the school, or attend the school on authorized business. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's Mission Vision and Values, Mutual Accountabilities Statement, Statement of Commitment to Child Safety, Child Safety Code of Conduct, and Volunteers Policy.

### PURPOSE

To ensure that appropriate controls are in place to safeguard students' and staff safety and wellbeing during the school day, and support the curriculum objectives and values of the school.

### SCOPE

This policy outlines Camperdown College's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.15 am – 4.15 pm. Outside of these times, our front office is not staffed and this policy does not apply.

Typical visitors to schools may include, but are not limited to:

- Parents and family members
- Volunteers – *see our school's Volunteers Policy for more information*
- Prospective parents, students and employees
- Other Department of Education and Training staff including visiting teachers
- Invited speakers, sessional instructors and others contributing to school programs
- NDIS therapists or other allied health or health practitioners
- Persons conducting business e.g. booksellers, official school photographers, commercial salespeople
- Tradespeople and contractors
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Public officials (e.g. Members of Parliament, local councillors)

### IMPLEMENTATION

#### Sign in procedure

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

- Record their name, signature, date and time of visit and purpose of visit in the sign in book
- 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)
- Follow instruction from school staff and abide by the school's values and all relevant school and DET policies relating to appropriate conduct on school grounds, including the Camperdown College Child Safety Code of Conduct and Mutual Accountabilities statement.
- Return to the office upon departure, and sign out

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

### **Working with Children Clearance and other suitability – also refer to the school's Volunteers Policy**

All visitors who are engaged in **child-related work** must have a valid WWC Clearance. As defined by the *Worker Screening Act 2020* (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 direct contact with children that is incidental to the work.

In addition, Camperdown College will require a valid WWC Clearance for:

- visitors who will be working directly with children during their visit and who will not be supervised by a staff member at all times, even though direct contact with children is not a central part of their normal duties (e.g. community members conducting mock interviews or small group activities)
- 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 supervised and accompanied by a staff member at all times during their visit (e.g. a guest speaker, a prospective parent on a school tour, a Member of Parliament, a journalist) or 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) 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 provide proof of identification.

### **Invited speakers and presenters**

On occasion, Camperdown College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Principal or Assistant Principal approval must be given for all visiting speakers and incursions. The level of disruption to the functioning of the school in relation to the potential benefits to students will be considered.

Consistent with Department of Education and Training requirements, Camperdown 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 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:
  - 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 for the range of views held by students and their families.

### **Parent visitors**

All parents or carers who visit Camperdown College 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, sports events), are required to sign in as a visitor at the school office. This is not required if just attending the office itself, eg. to make a payment, drop off or collect items, make an inquiry.

Parents/guardians and visitors are required to sign in through the office before visiting the school's off-site facilities including the Frederick Street Stadium/Sports Complex during timetabled PE/Sport, and Junior Campus Arts Precinct.

Parents and carers are encouraged to assist as classroom helpers and with other aspects of school programming. Parent helpers' days and times will be pre-arranged with the relevant classroom teacher or staff member and parent helpers will sign in at the office upon arrival and hold a relevant WWC clearance.

We ask that parents avoid requesting to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

Parents visiting the school are not to intervene with regards to behavior management but are requested to report any issues to a staff member. The exception is if a parent visitor needs to intervene due to an imminent threat to a student's safety, however this must be reported immediately to a staff member.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

### Other visitors

- All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival and follow the sign in procedure outlined above.
- A contractor induction process will be used to ensure that visiting tradespeople are familiar with school routines, including the emergency evacuation procedures. Tradespeople should display relevant identification when working on-site.
- Visitors from the Protective Services, Victoria Police and Worksafe, and Environmental Health Officers will be required to show identification upon arrival. A Principal Class Officer or designated staff member will make themselves available for Child Protection and Police interviews with students.
- Visits from advertising or marketing groups, and talent scouts, will not generally be permitted.
- Steps will be taken to restrict public access to the school grounds and buildings during the school day, and to require visitors to enter the school building through the main entrance. At the Junior Campus, the door at the end of the Room 9/10 corridor will be locked and the toilet breezeway roller doors will be rolled down (but not locked) during class time.
- In the event that unwelcome and unauthorized visitors enter the school grounds or their arrival is anticipated, police assistance will be sought and lockdown procedures implemented if student safety is considered to be at risk.

### COMMUNICATION

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

- Available publicly on our school's website
- Made available in hard copy from school office upon request

### RELATED POLICIES AND RESOURCES

Camperdown College Mutual Accountabilities statement

Camperdown College Statement of Commitment to Child Safety

Camperdown College Child Safety Code of Conduct

Camperdown College Volunteers Policy

DET policies and procedures:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

Policy last reviewed	
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July 2022
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Consultation		July 2022 School Council meeting; newsletter July 2022
Approved by		Principal and School Council
Next scheduled review date		July 2024 (every two years)